A GXS DOCUMENT

IWF User Guide

March 2007

PREFACE

This document is the user guide for the Tesco Intelligent Web Forms (IWF) solution. It is intended for use by all users of this service.

The guide is divided into the following sections:

1. Getting Started
2. Receiving Orders from Tesco
3. Generating Invoices from IWF Orders
4. Creating and Sending Tesco Invoices
5. Generating Credit Notes from IWF Invoices
6. Additional Functionality
7. Getting Help

Appendices A-D

Before you use this guide, you should have received an invitation via email from GXS to join the IWF service and completed the IWF registration process. If you have not registered for the service, please refer to the document titled ***'Tesco IWF Registration Process'*** available on the Tesco IWF website at http://www.gxs.co.uk/tesco and check the PC specification requirements. See Section 7 for access details to the website.

The Tesco IWF solution allows users to:

- receive and print/view orders from Tesco electronically and turnaround those orders to invoices
- create invoices if still receiving Orders in any other format except electronically
- turnaround credit notes from invoices

This guide provides instructions specifically how to exchange documents with Tesco. There is an online help function to guide you through other aspects of the IWF application.

1. GETTING STARTED

Document Viewer Software Installation

Users will need to download and install Viewer software before accessing IWF.

This step will only be required once before accessing IWF. You must download the viewer to view/create documents in IWF.

Preparation for Installing the Viewer

The PC being used to download the Viewer and run IWF should meet the following specification:

- Operating Systems supported:
  - Windows 2000 sp2, sp3, sp4
  - Windows XP sp1, sp2
- Hardware Requirements:
  - Processor: 500 MHz
  - RAM: 256 MB
  - Disk space: 200 MB
  - Resolution: 800 x 600 in 16-bit color
- Web Browsers supported:
  - Internet Explorer 5.5 sp2, 6 sp1
  - Netscape 7, 7.1, 7.2
  - Mozilla 1.7

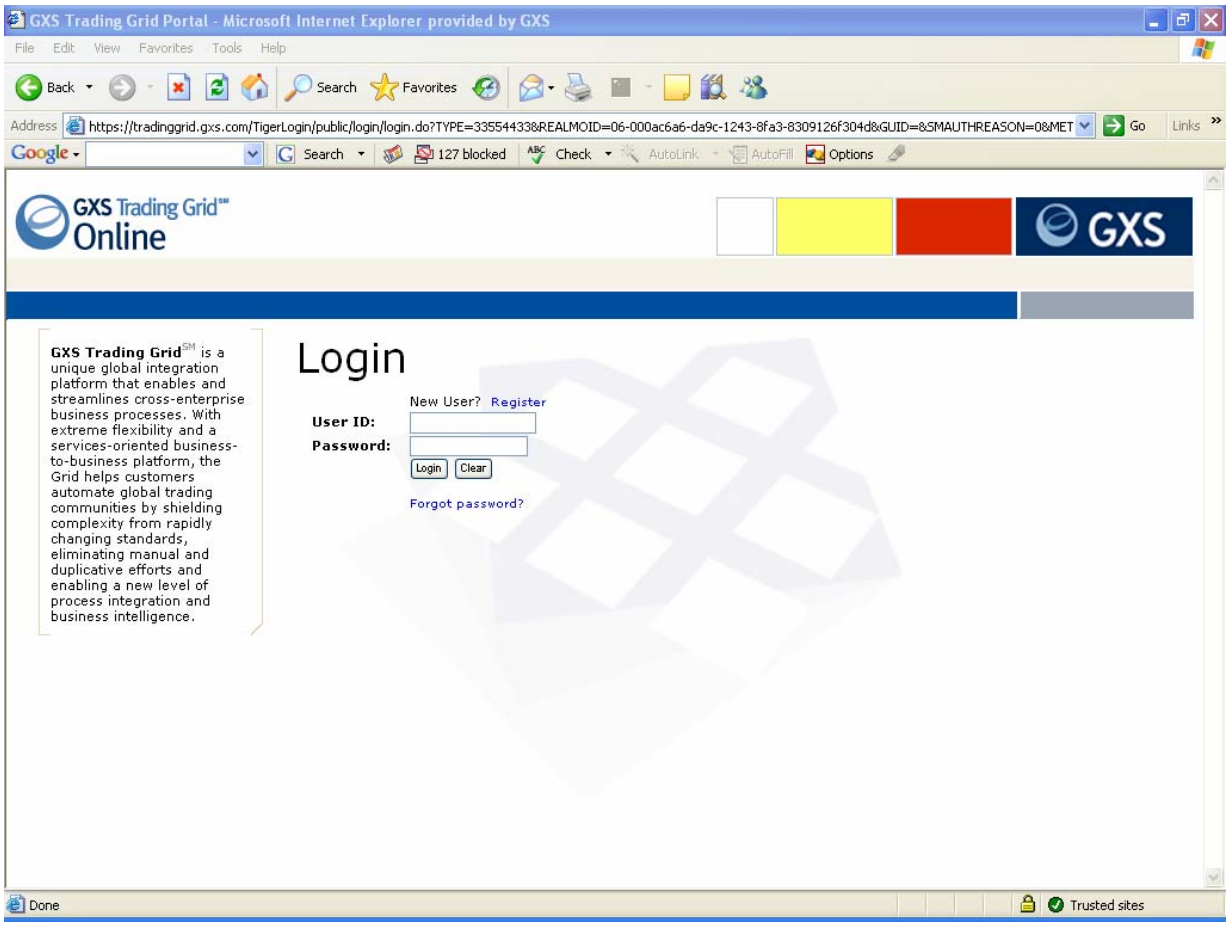
Viewer Installation Process

The download process will be triggered when accessing a form or template initially within IWF.

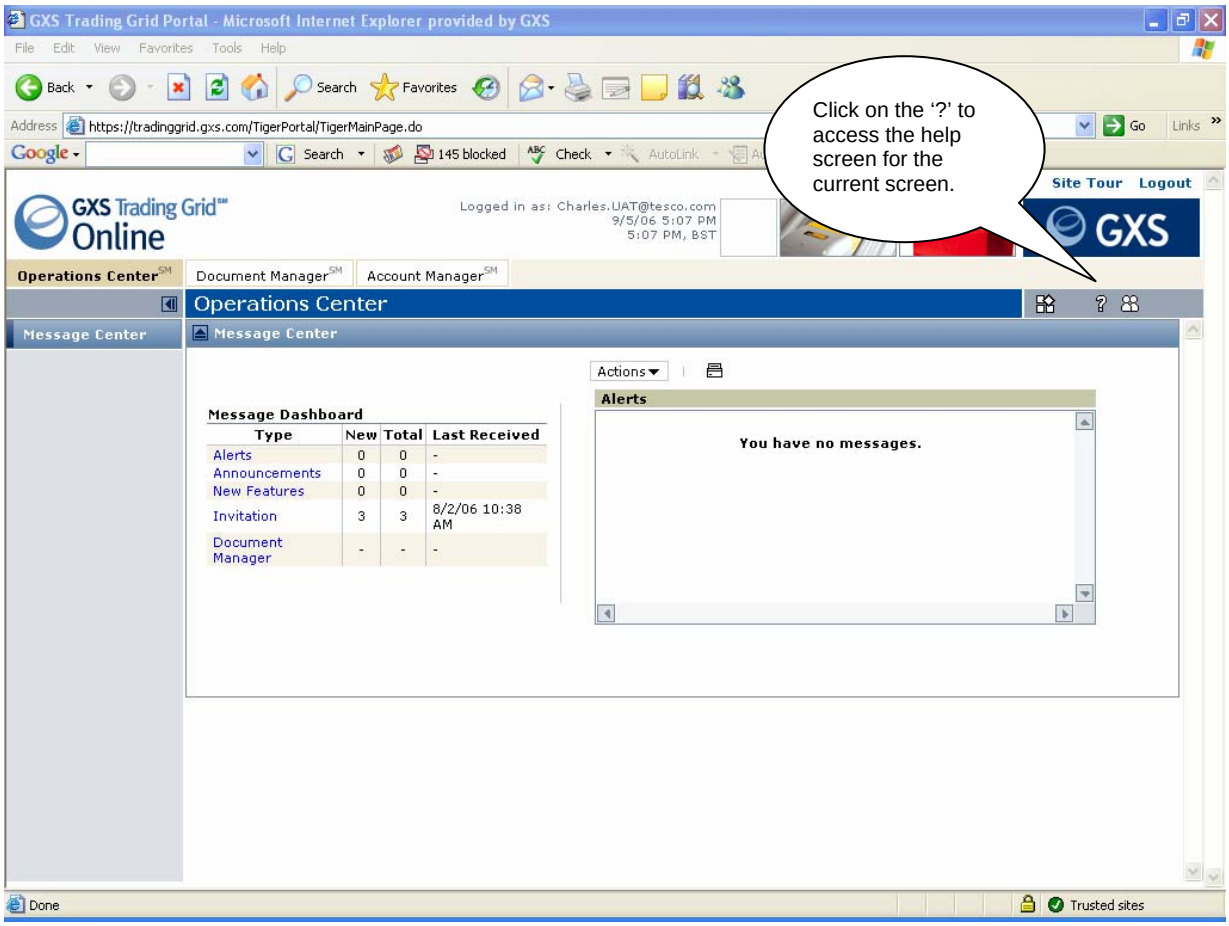
If you have issues with the downloading of the viewer you can contact the GXS Help Desk on +44 (0)8705 133165.

Accessing IWF

Once you have successfully downloaded the document viewer software successfully, please open your browser and go to the Trading Grid (http://tradinggrid.gxs.com).


GXS Trading Grid Portal - Microsoft Internet Explorer provided by GXS
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tradinggrid.gxs.com/TigerLogin/public/login/login.do?TYPE=33554433&REALMOID=06-000ac6a6-da9c-1243-8fa3-8309126f304d&GUID=&SMAUTHREASON=0&MET
Go Links
Google Search 127 blocked Check AutoLink AutoFill Options
GXS Trading Grid℠ Online
GXS
GXS Trading Grid℠ is a unique global integration platform that enables and streamlines cross-enterprise business processes. With extreme flexibility and a services-oriented business-to-business platform, the Grid helps customers automate global trading communities by shielding complexity from rapidly changing standards, eliminating manual and duplicative efforts and enabling a new level of process integration and business intelligence.
Login
New User? Register
User ID:
Password:
Login Clear
Forgot password?
Done
Trusted sites

Enter your IWF User ID, Password and press the **Login** button. You will be presented with the Operations Center screen.

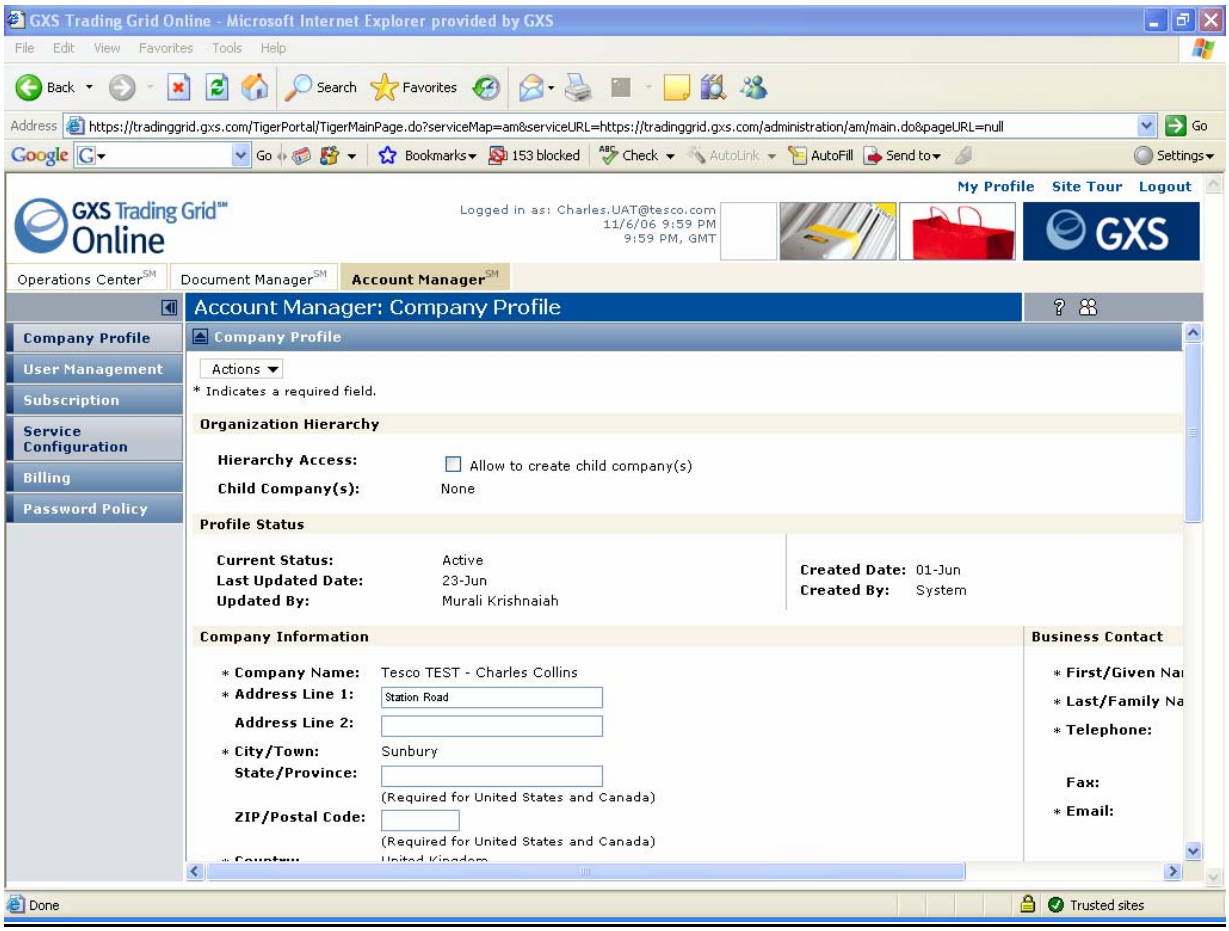


It is recommended that you initially access the Help feature for each new screen before moving to the next screen.

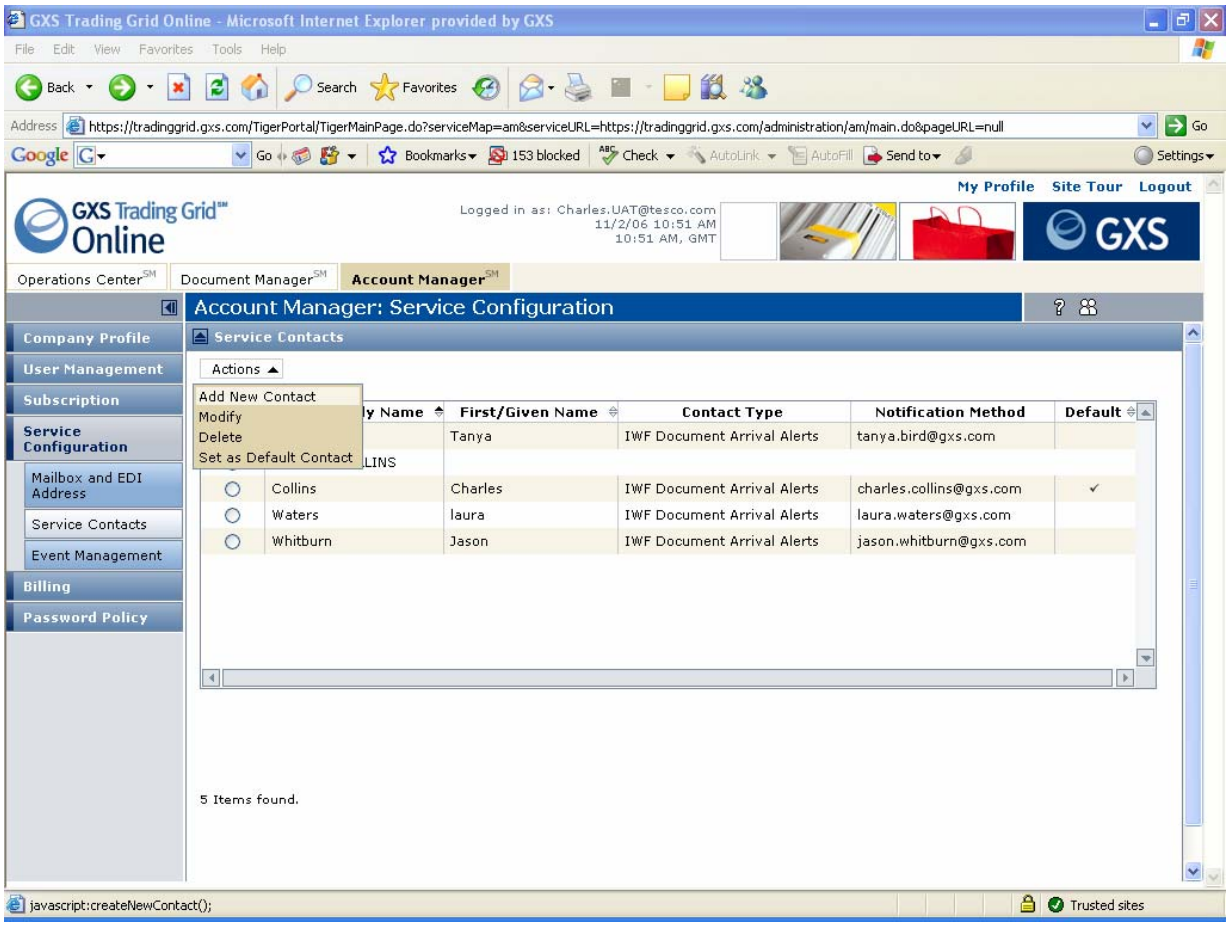
Arrival Alerts

IWF offers the capability to define conditions under which a user is to be alerted when a Tesco order has arrived in your **Inbox**. Alerts are delivered as an email to the email address(es) specified during registration.

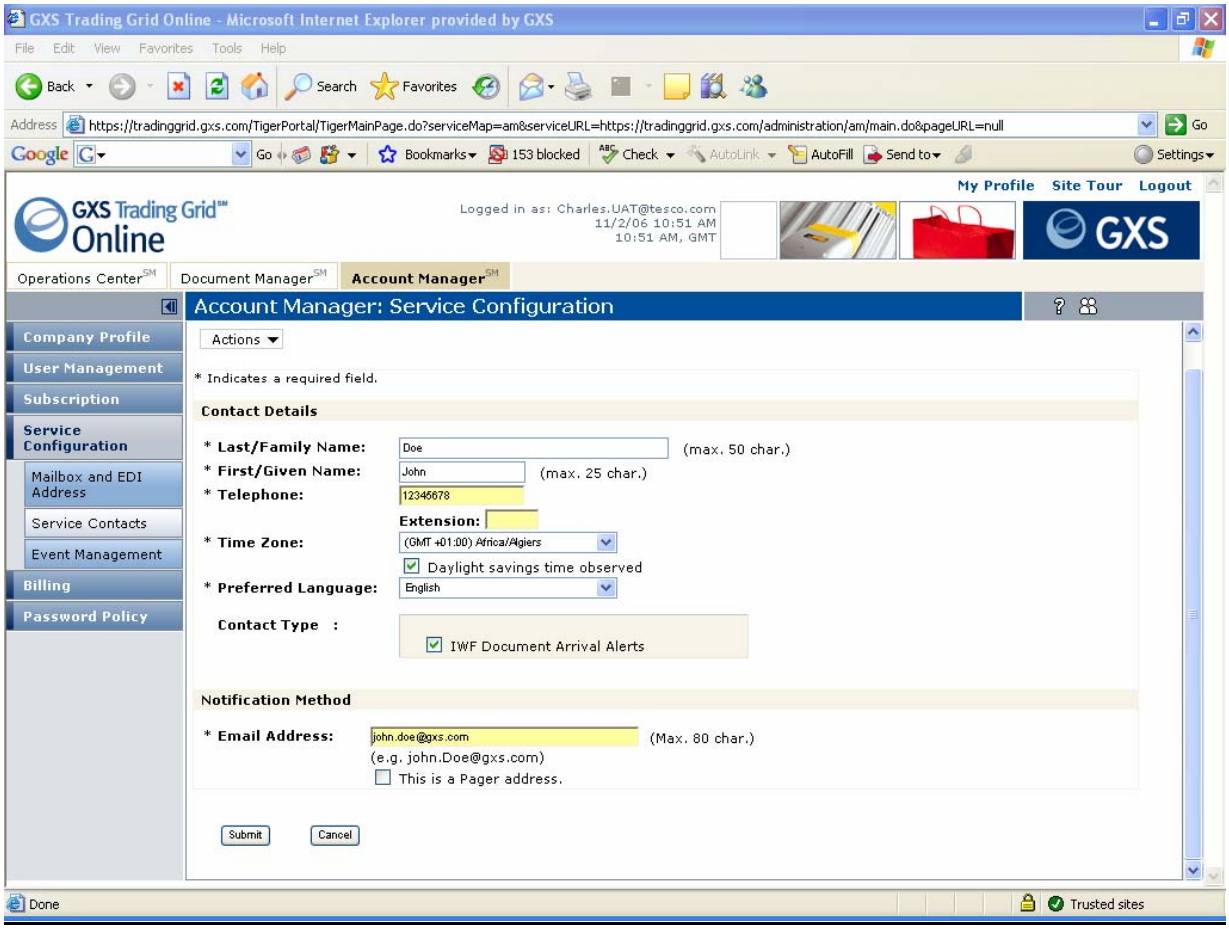
If you would like to have additional recipients receive the email alerts, select **Account Manager** from the top menu and then select **Service Configuration** from the left hand menu.



Now select **Service Contacts** from the left hand menu and select the **Actions** dropdown box and then press **Add New Contact**.



Enter the contact details requested, click **IWF Document Arrival Alerts** and click on **Submit**.

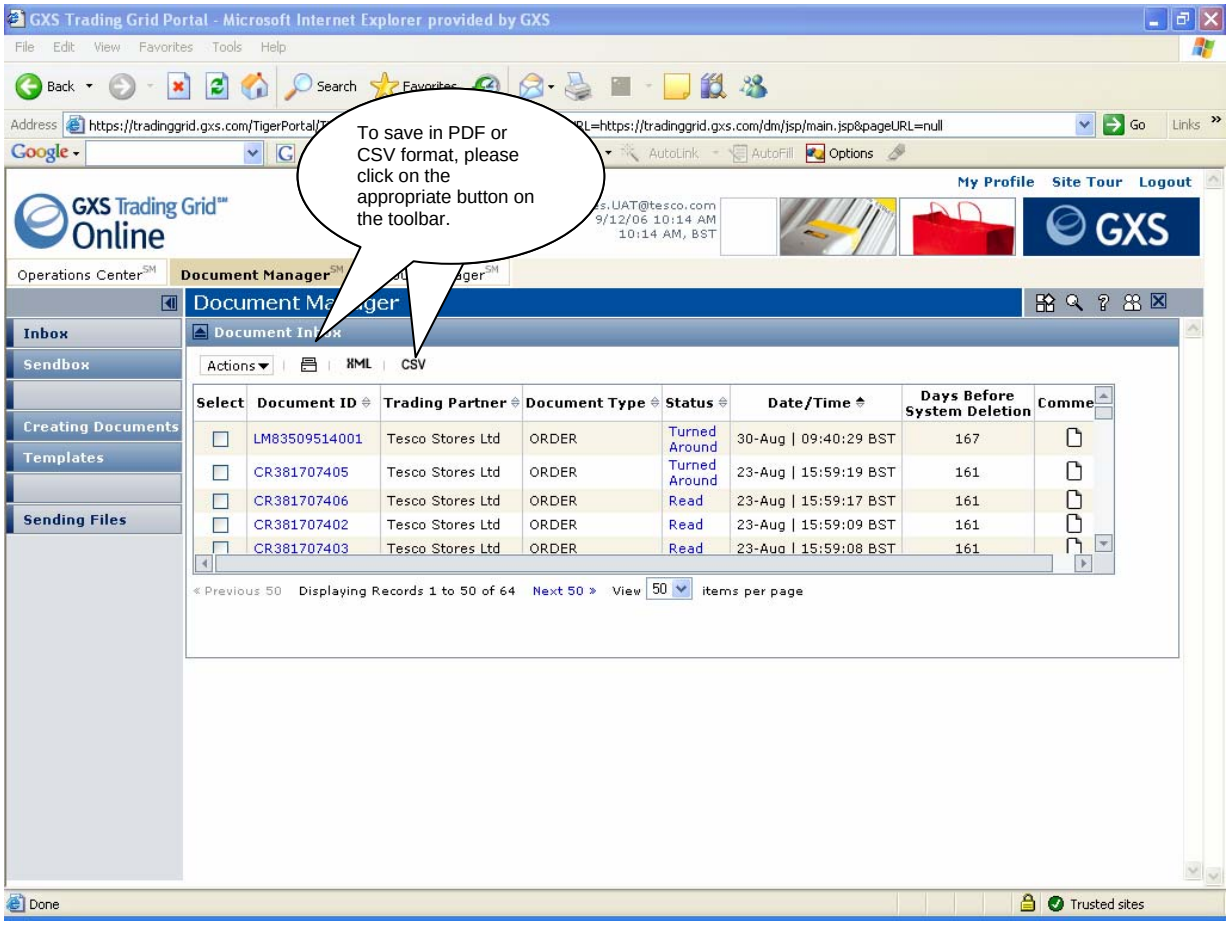


Repeat the process for each new contact you want to add.

2. RECEIVING TESCO ORDERS

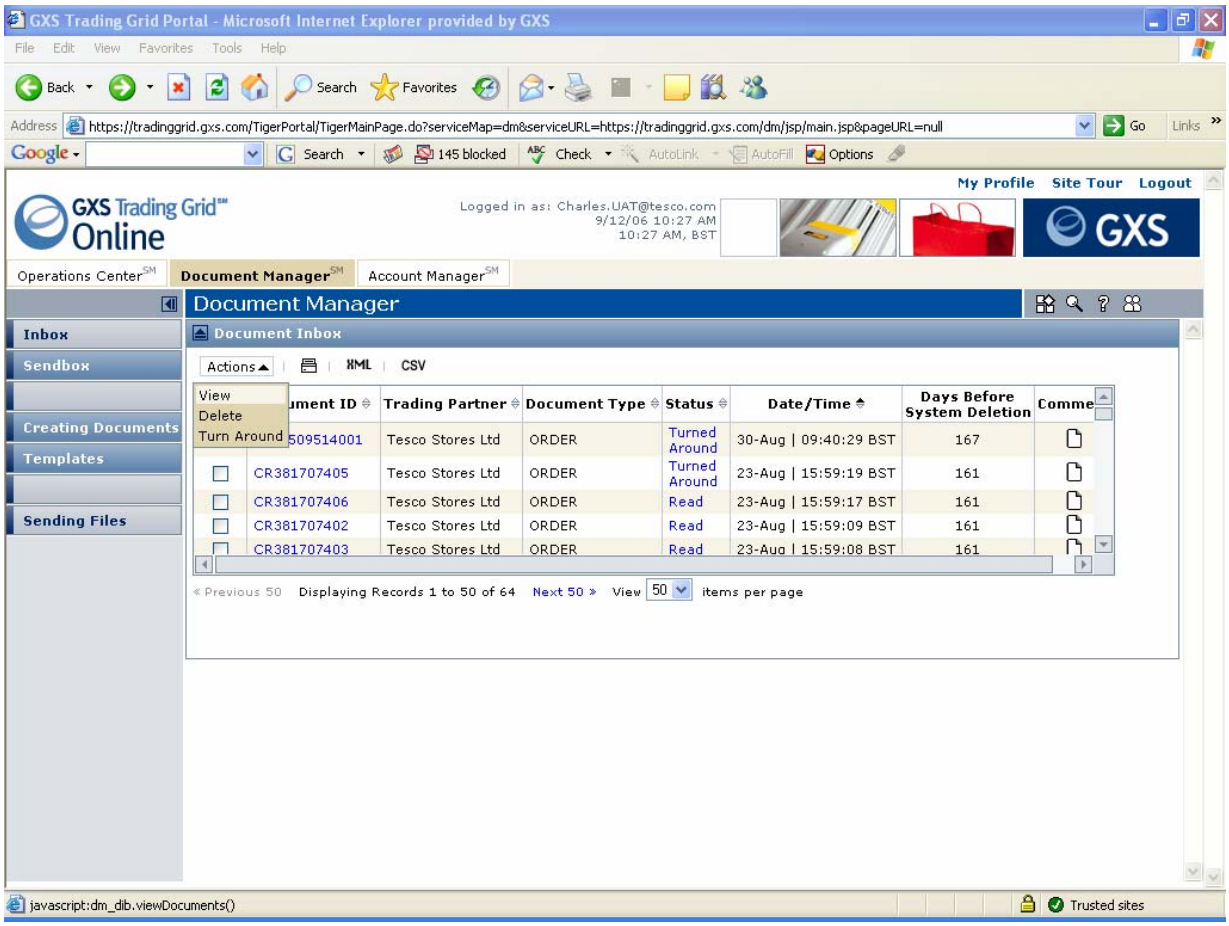
Orders sent electronically by Tesco will stored in your **Inbox**.

To access your **Document Inbox**, login to IWF and select **Document Manager** from the top menu. The **Document Inbox** displays a listing of all documents that you have received within a 180-day period. Should you require to retain data longer than 180 days then either print the documents or save documents as PDF or CSV files.


GXS Trading Grid Portal - Microsoft Internet Explorer provided by GXS
To save in PDF or CSV format, please click on the appropriate button on the toolbar.
My Profile
Site Tour
Logout
GXS Trading Grid Online
Operations Center
Document Manager
Inbox
Sendbox
Creating Documents
Templates
Sending Files
Actions
XML
CSV
Select
Document ID
Trading Partner
Document Type
Status
Date/Time
Days Before System Deletion
LM83509514001 Tesco Stores Ltd ORDER Turned Around 30-Aug | 09:40:29 BST 167
CR381707405 Tesco Stores Ltd ORDER Turned Around 23-Aug | 15:59:19 BST 161
CR381707406 Tesco Stores Ltd ORDER Read 23-Aug | 15:59:17 BST 161
CR381707402 Tesco Stores Ltd ORDER Read 23-Aug | 15:59:09 BST 161
CR381707403 Tesco Stores Ltd ORDER Read 23-Aug | 15:59:08 BST 161
« Previous 50 Displaying Records 1 to 50 of 64 Next 50 » View 50 items per page
Done
Trusted sites

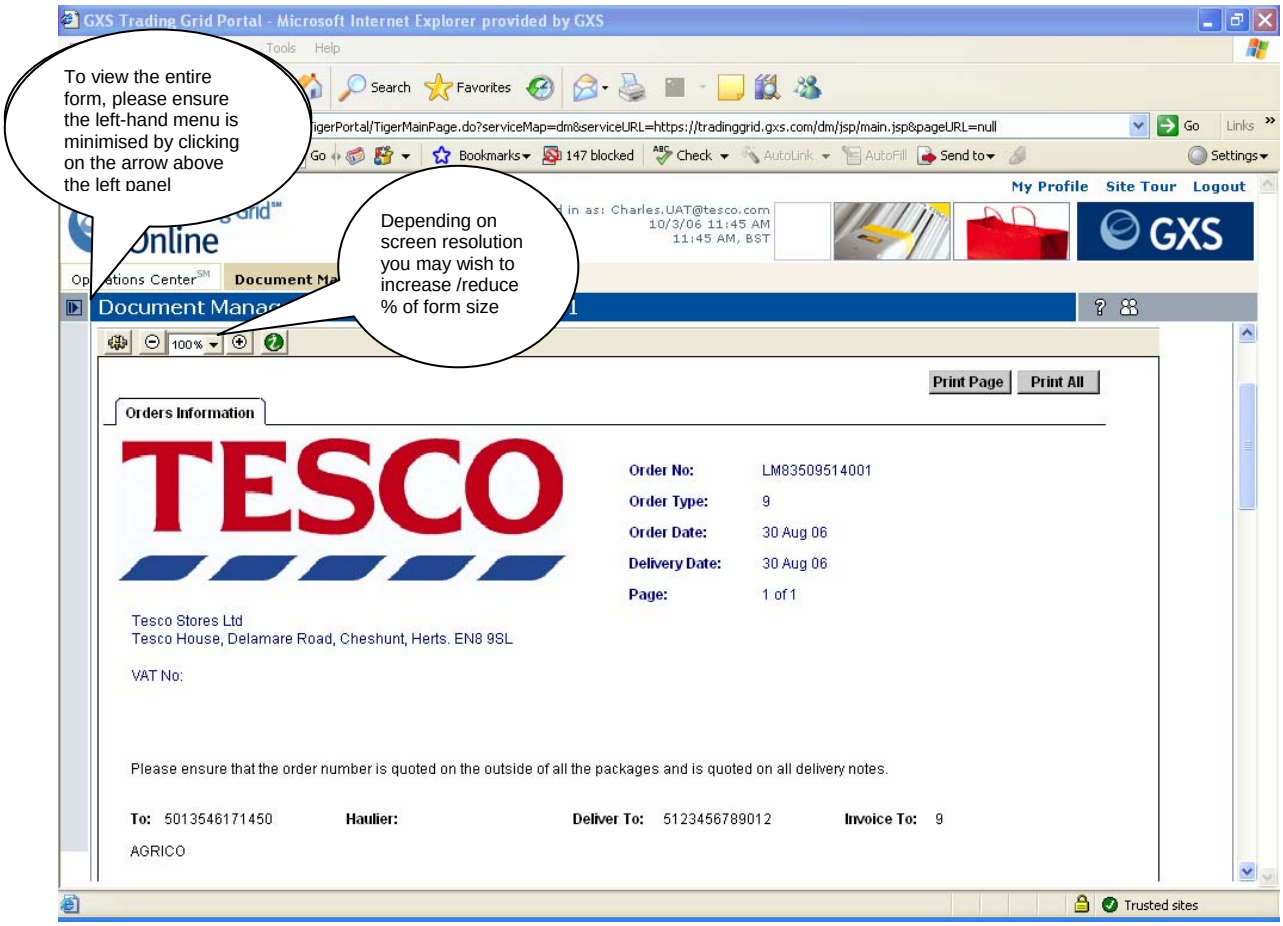
View and Print Orders

The order number will appear under **Document ID.** To select an order to view or print, click on the **Select** column for the order required and select the **Actions** dropdown box above the list of documents and then press **View.** Alternatively, you can also click on the **Document ID** required.



The selected Tesco order form is displayed.

A full description of the Tesco order form fields is available in **Appendix A.**


To view the entire form, please ensure the left-hand menu is minimised by clicking on the arrow above the left panel
Depending on screen resolution you may wish to increase /reduce % of form size
GXS Trading Grid Portal - Microsoft Internet Explorer provided by GXS
My Profile
Site Tour
Logout
Print Page
Print All
Orders Information
TESCO
Order No: LM83509514001
Order Type: 9
Order Date: 30 Aug 06
Delivery Date: 30 Aug 06
Page: 1 of 1
Tesco Stores Ltd
Tesco House, Delamare Road, Cheshunt, Herts. EN8 9SL
VAT No:
Please ensure that the order number is quoted on the outside of all the packages and is quoted on all delivery notes.
To: 5013546171450
Haulier:
Deliver To: 5123456789012
Invoice To: 9
AGRICO
Trusted sites

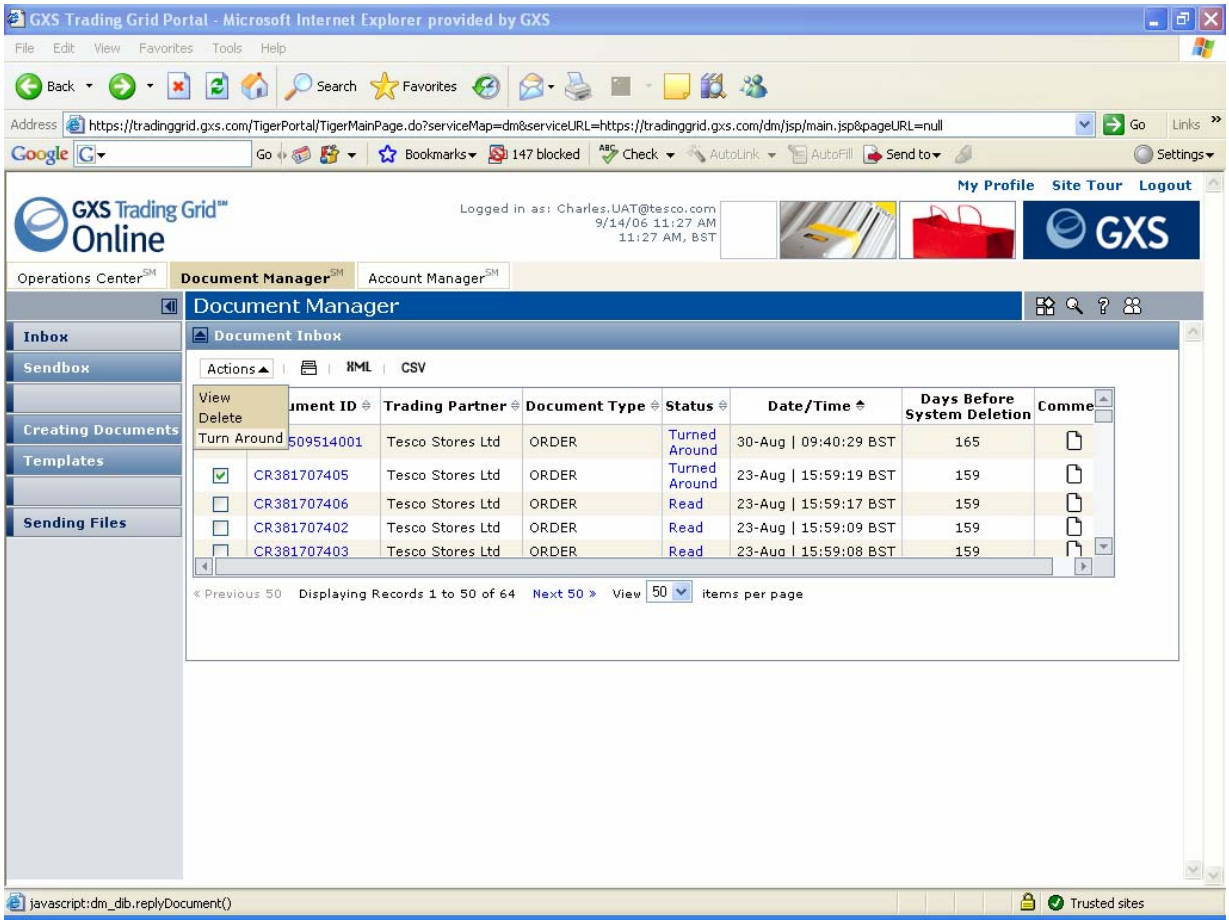
Note: These forms have been created for 1024 x 768 resolution.

To print the order in full, select **Print All**.

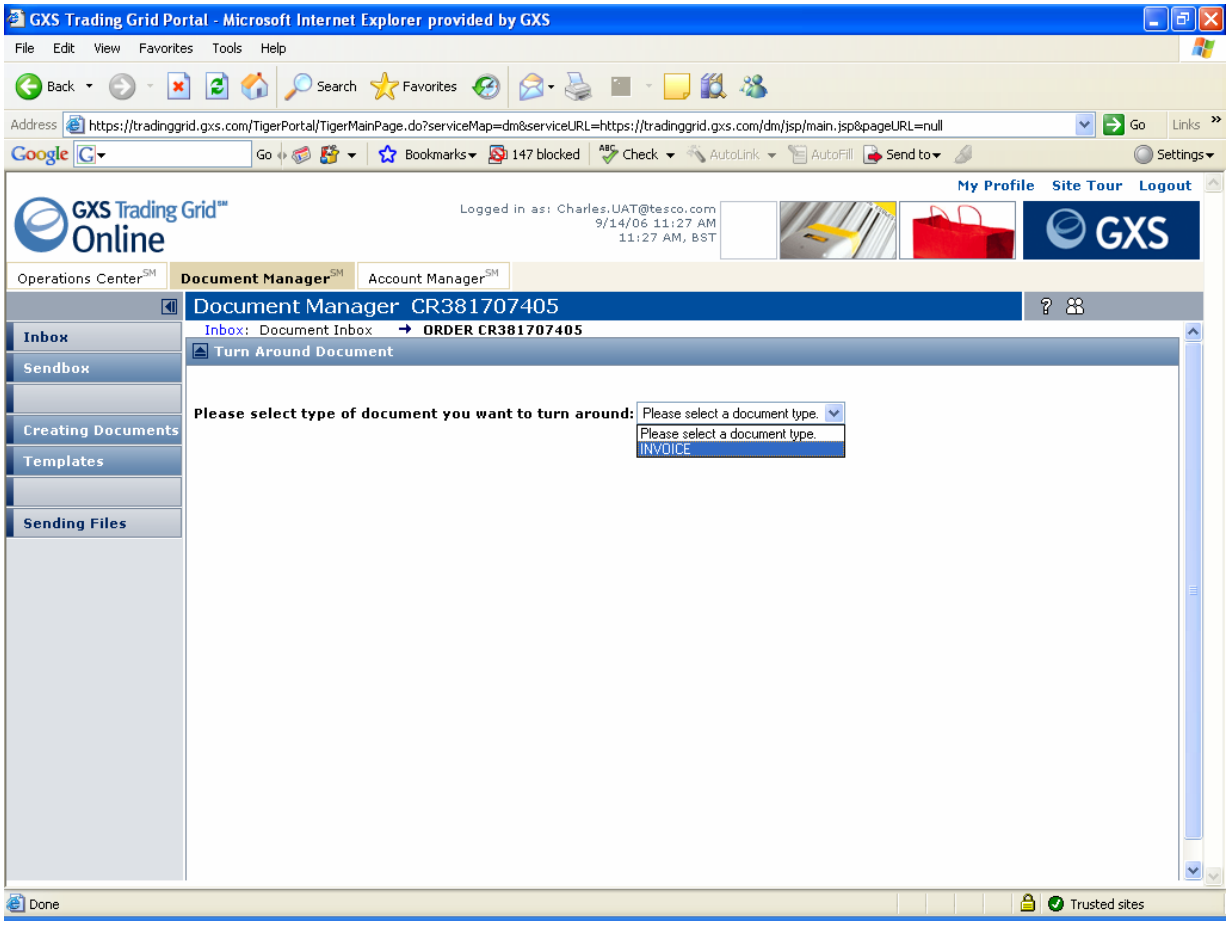
3. GENERATING INVOICES FROM IWF ORDERS

IWF allows users to generate invoices from Tesco orders received electronically. This feature populates automatically a number of the fields from the order which will save the users from having to re-enter the details to send an invoice. If you do not receive orders electronically from Tesco please refer to **Section 4**.

To generate a turnaround Invoice, please select the order and select the **Actions** dropdown box and then press **Turnaround.**

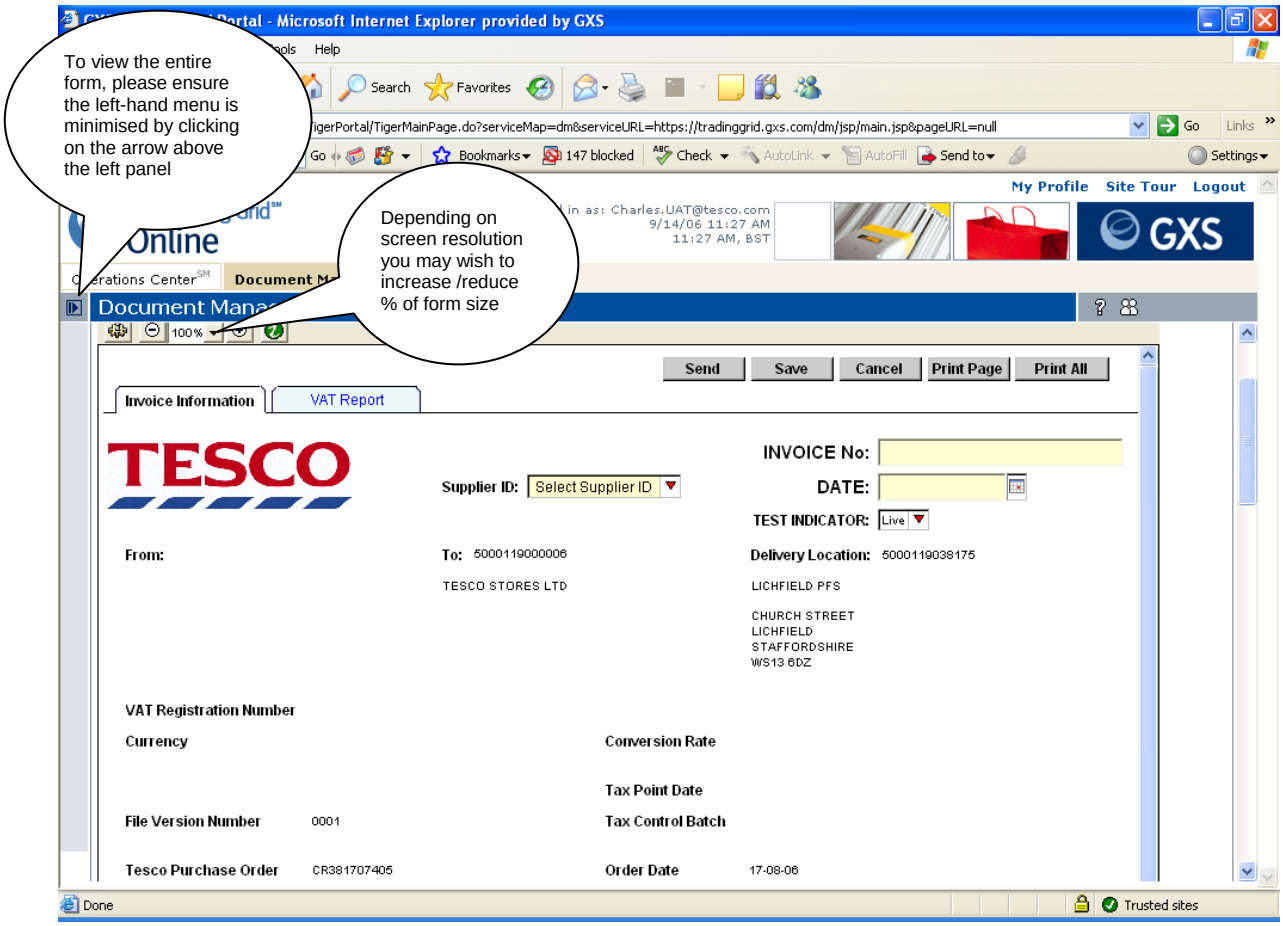


Select **INVOICE** as the turnaround document required.



The Tesco turnaround Invoice form is displayed. Enter all pertinent information into the form. Field boxes in yellow are mandatory and some fields are automatically calculated. Calculated fields appear as read only fields and cannot be amended.

A full description of the Tesco turnaround invoice form fields and input instructions/guidelines is available in **Appendix B**.



Note: These forms have been created for 1024x768 resolution.

When you are done completing the form, click one of the following:

- **Send** to immediately send the document to Tesco. The document will appear in your **Document Sendbox** with a status of **Submitted** or **Sent**. You will not be able to send a document if you have not completed all mandatory data. A message box will appear to this effect.
- **Save** to save the form and add the document to your **Document Sendbox**, where you can later send it; the document will have a status of **Saved**. If you receive the warning message please continue and press **Yes**. This will appear if you have left mandatory fields blank however, the document will still save. Ensure when sending the invoice that all mandatory fields are completed correctly.

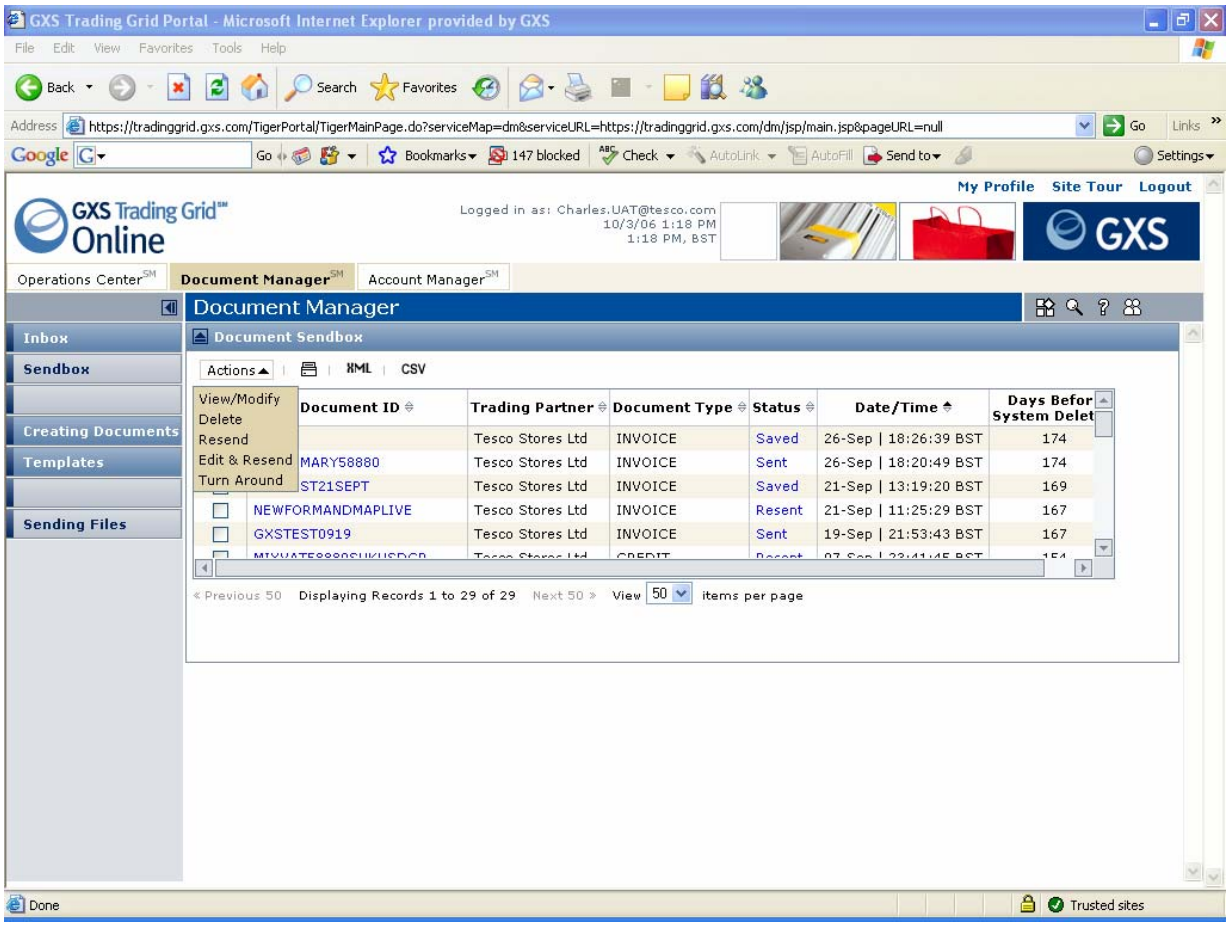
It is strongly advised that you **Save** your document a minimum of every 25 minutes. Documents will not be saved if open for more than 25 minutes even if actively entering data and any data entered after last Save will be lost.

Saved Documents

To amend or complete a saved file and send, simply select **Sendbox**, check the Select box to select the document, select View/Modify from the **Actions** dropdown list. Enter the missing information, once you are sure the document is correct select **Send**.

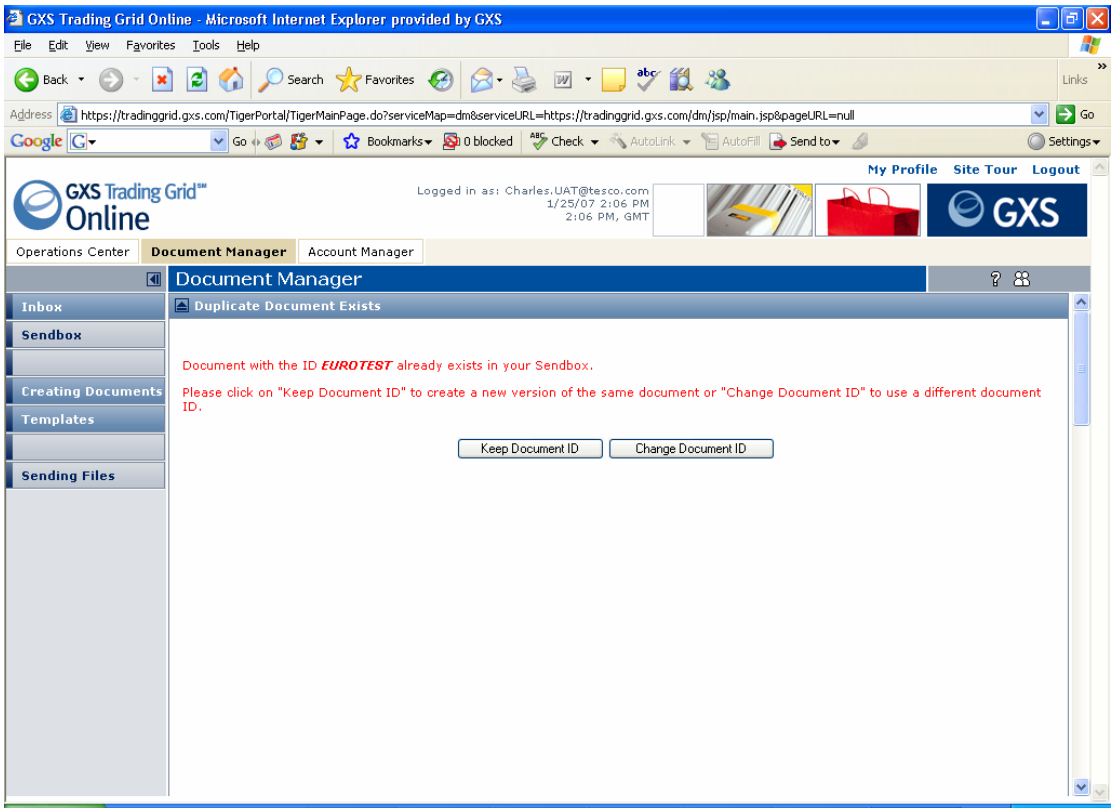
Resend Documents

IWF allows users to either resend or edit and resend invoices to Tesco a subsequent time, if required. To resend an invoice, please select the invoice and select the **Actions** dropdown box and then press either **Resend** or **Edit & Resend** as applicable. Alternatively, you can click on the **Document ID** and then select the **Actions** dropdown box.

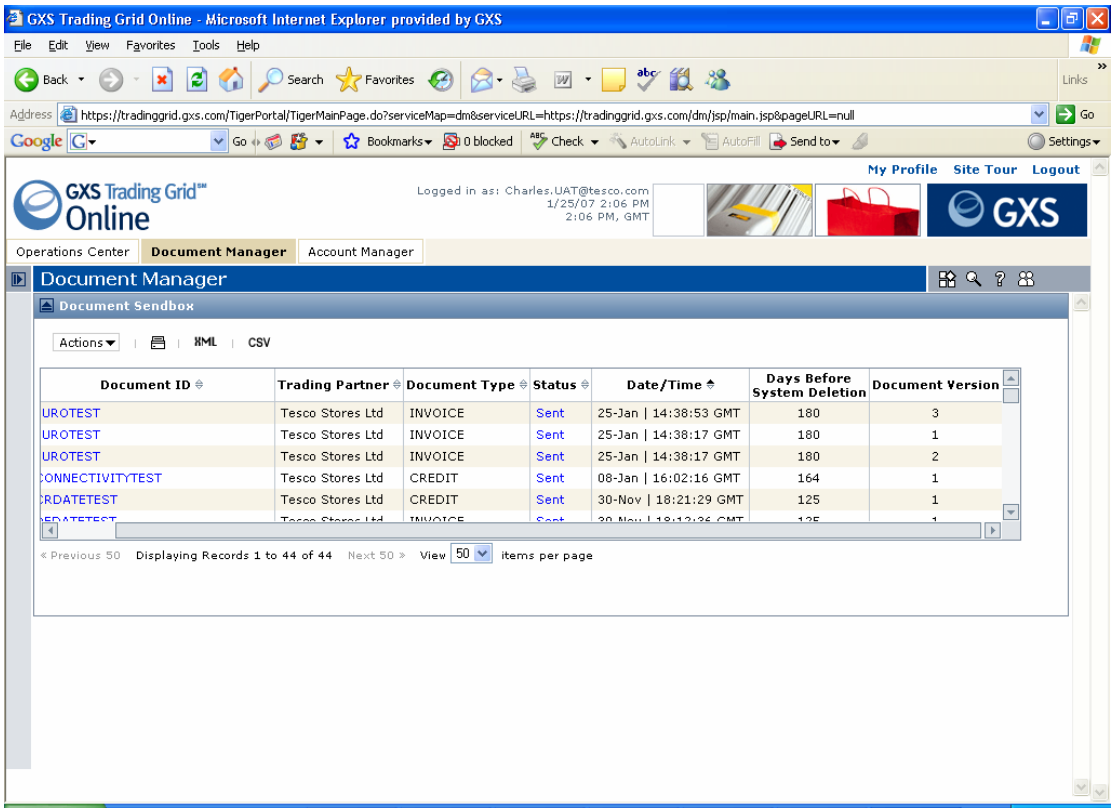


If **Resend** is selected, the invoice will be automatically resent and the status in Document Manager will be changed to **Resent**. Please note the version number of the document will not change.

If **Edit & Resend** is selected, the invoice will be opened and you can modify as required. Once **Send** is selected the 'Duplicate Document Exists' screen will appear giving you the option to 'Change Document ID' if you have made a mistake or 'Keep Document ID' if you want the Document ID to remain the same. The status in Document Manager will remain as **Sent** as the modified invoice will be saved in addition to the original invoice and the Document Version will increment by '1' if you chose to 'Change Document ID' and be displayed in the last column.


GXS Trading Grid Online - Microsoft Internet Explorer provided by GXS
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tradinggrid.gxs.com/TigerPortal/TigerMainPage.do?serviceMap=dm&serviceURL=https://tradinggrid.gxs.com/dm/jsp/main.jsp&pageURL=null
Go
Bookmarks 0 blocked Check AutoLink AutoFill Send to Settings
My Profile Site Tour Logout
GXS Trading Grid℠ Online
Logged in as: Charles.UAT@tesco.com
1/25/07 2:06 PM
2:06 PM, GMT
GXS
Operations Center Document Manager Account Manager
Document Manager
Inbox
Sendbox
Creating Documents
Templates
Sending Files
Duplicate Document Exists
Document with the ID EUROTEST already exists in your Sendbox.
Please click on "Keep Document ID" to create a new version of the same document or "Change Document ID" to use a different document ID.
Keep Document ID
Change Document ID

A new column is now present detailing the Document Version number.


GXS Trading Grid Online - Microsoft Internet Explorer provided by GXS
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tradinggrid.gxs.com/TigerPortal/TigerMainPage.do?serviceMap=dm&serviceURL=https://tradinggrid.gxs.com/dm/jsp/main.jsp&pageURL=null
Go
Bookmarks 0 blocked Check AutoLink AutoFill Send to Settings
My Profile Site Tour Logout
GXS Trading Grid℠ Online
Logged in as: Charles.UAT@tesco.com
1/25/07 2:06 PM
2:06 PM, GMT
GXS
Operations Center Document Manager Account Manager
Document Manager
Document Sendbox
Actions XML CSV
Document ID Trading Partner Document Type Status Date/Time Days Before System Deletion Document Version
UROTEST Tesco Stores Ltd INVOICE Sent 25-Jan | 14:38:53 GMT 180 3
UROTEST Tesco Stores Ltd INVOICE Sent 25-Jan | 14:38:17 GMT 180 1
UROTEST Tesco Stores Ltd INVOICE Sent 25-Jan | 14:38:17 GMT 180 2
CONNECTIVITYTEST Tesco Stores Ltd CREDIT Sent 08-Jan | 16:02:16 GMT 164 1
RDATETEST Tesco Stores Ltd CREDIT Sent 30-Nov | 18:21:29 GMT 125 1
« Previous 50 Displaying Records 1 to 44 of 44 Next 50 » View 50 items per page

If you open a form with multiple version numbers and click on the version number near the top of the form, it opens a box showing a list of version number and dates.

You can **Edit & Resend** an unlimited number of times and the version number will continue to build in the send box as will the contents in the pop up box.

4. CREATING AND SENDING TESCO INVOICES

If you do not receive orders electronically from Tesco, you can still create and send an invoice to Tesco with the IWF solution. There are 2 options available to create invoices:

1) Create a Template
2) Create invoices and optionally save as Templates

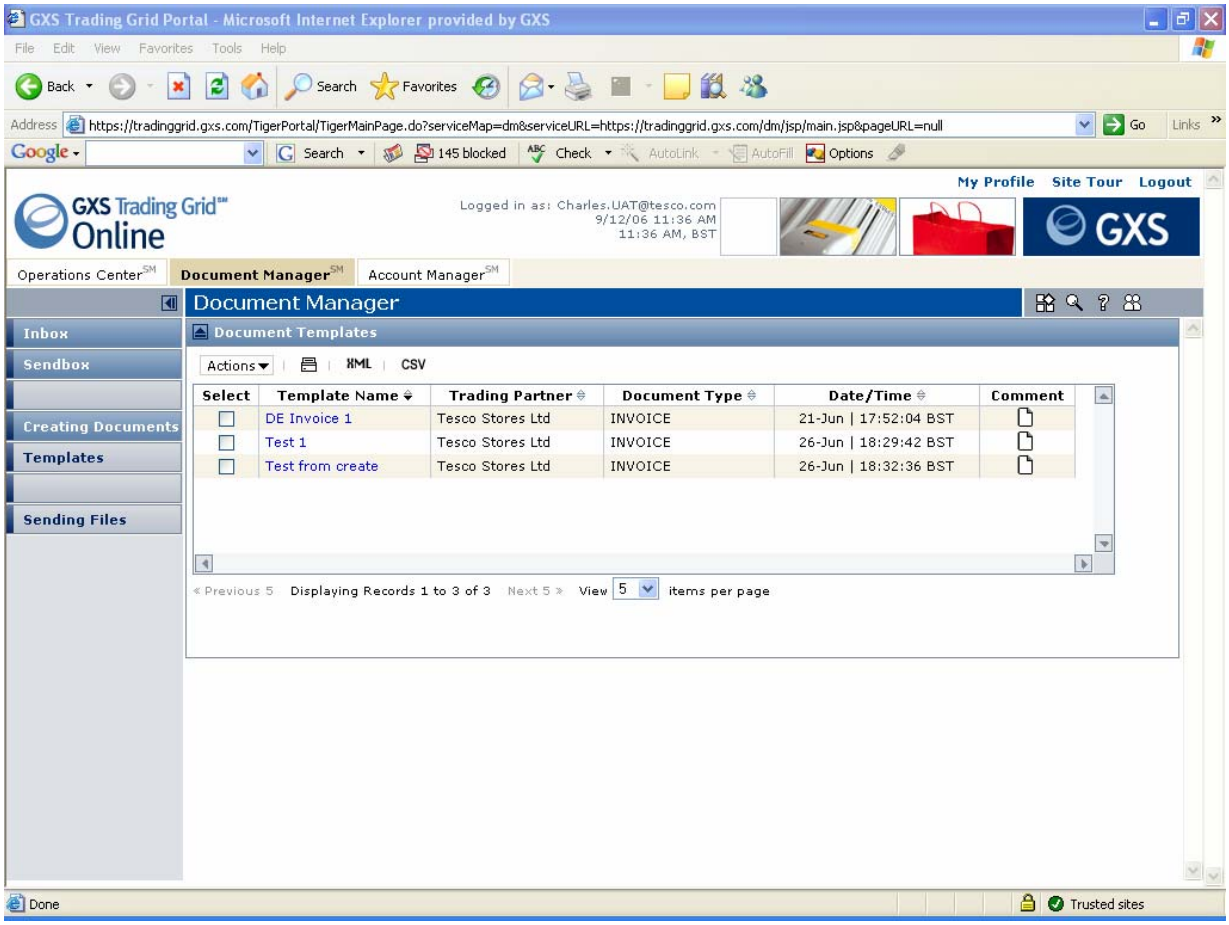
It is recommended that you initially set-up an invoice template(s) as this will save time when creating invoices. When you create a template, you enter actual data into an invoice document form – data that you would have to enter each time you created a new document. Once you create a template, **Document Manager** makes it available for use whenever a user at your Company creates a document of that type.

A template can be re-opened and modified should you need to add data that could periodically change, for example; Cost Price (excluding VAT).

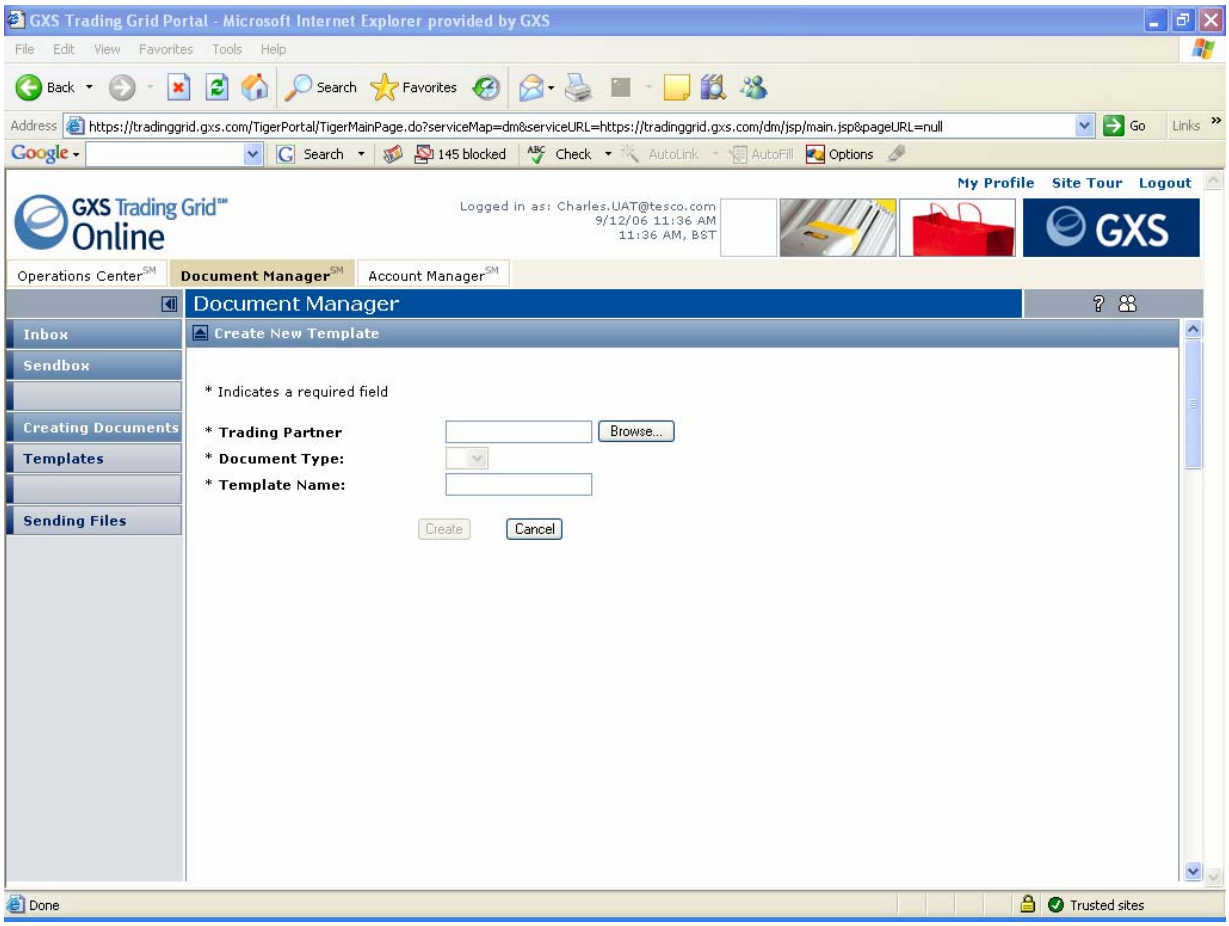
Please note, Templates may need to be re-created when **Location Tables** are updated by Tesco. Users will be notified if and when this is required. Please refer to **Appendix C** under **Delivery Location**.

Option 1 - Creating Templates

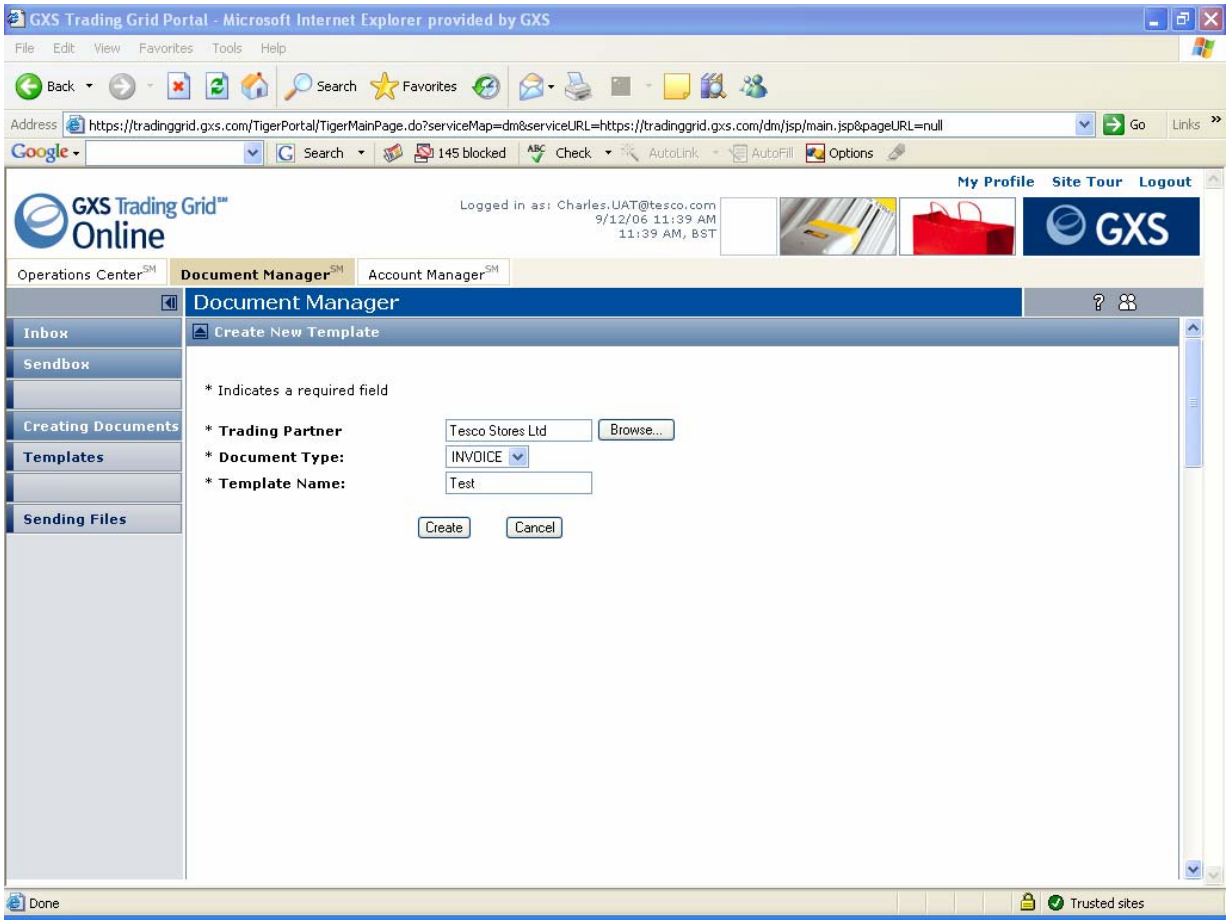
To create a template, select **Document Manager** from the Top Menu and select **Templates** from the left panel of the Document Manager screen.



Select the **Actions** dropdown box above the list of templates and then press **Create Template**.



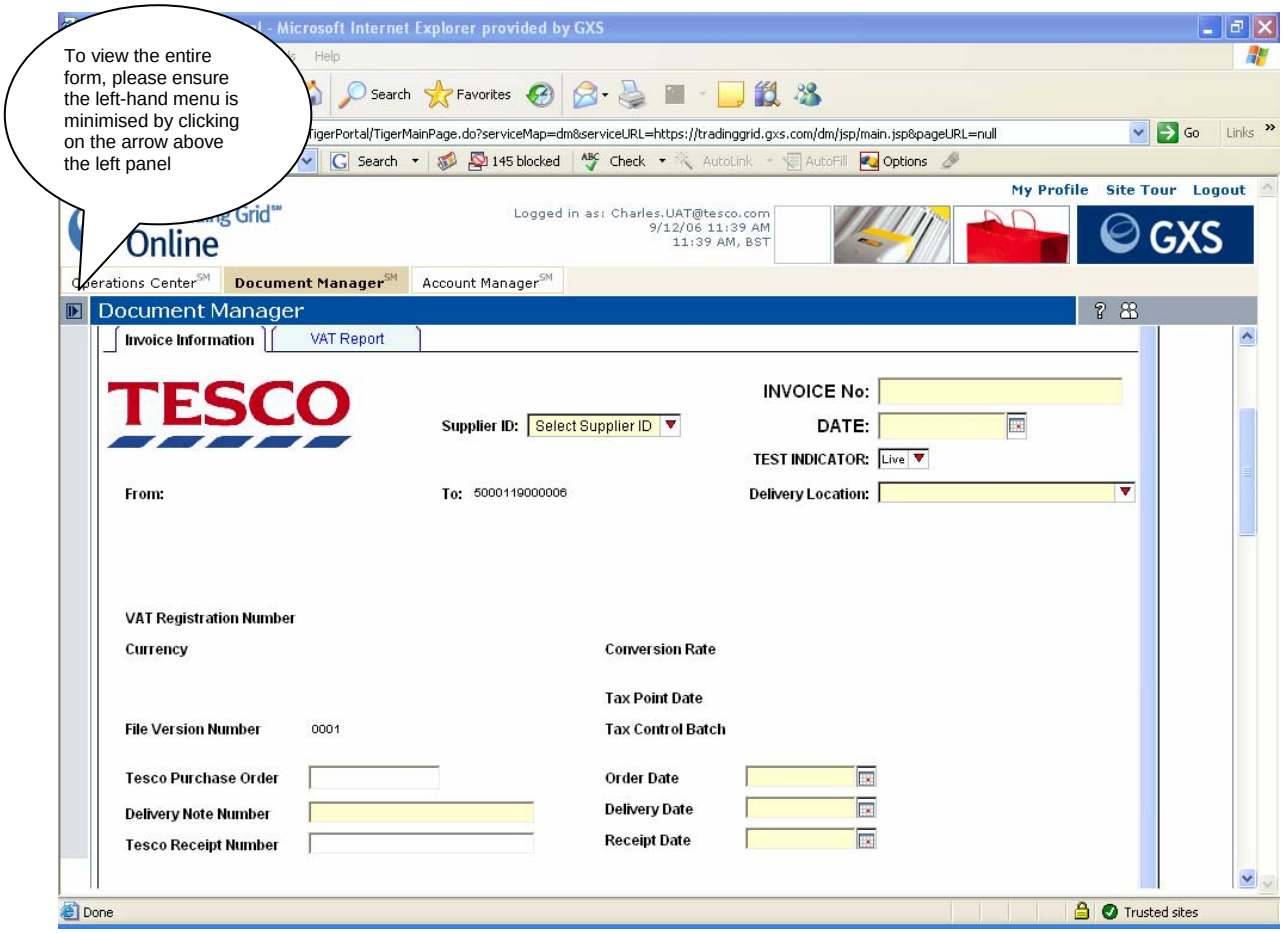
The **Create New Template** page appears. Enter the following:
Trading Partner field: select **Browse** and select **Tesco Stores Ltd.**
Document Type field: select **Invoice**
Template Name field: enter a descriptive name for the template



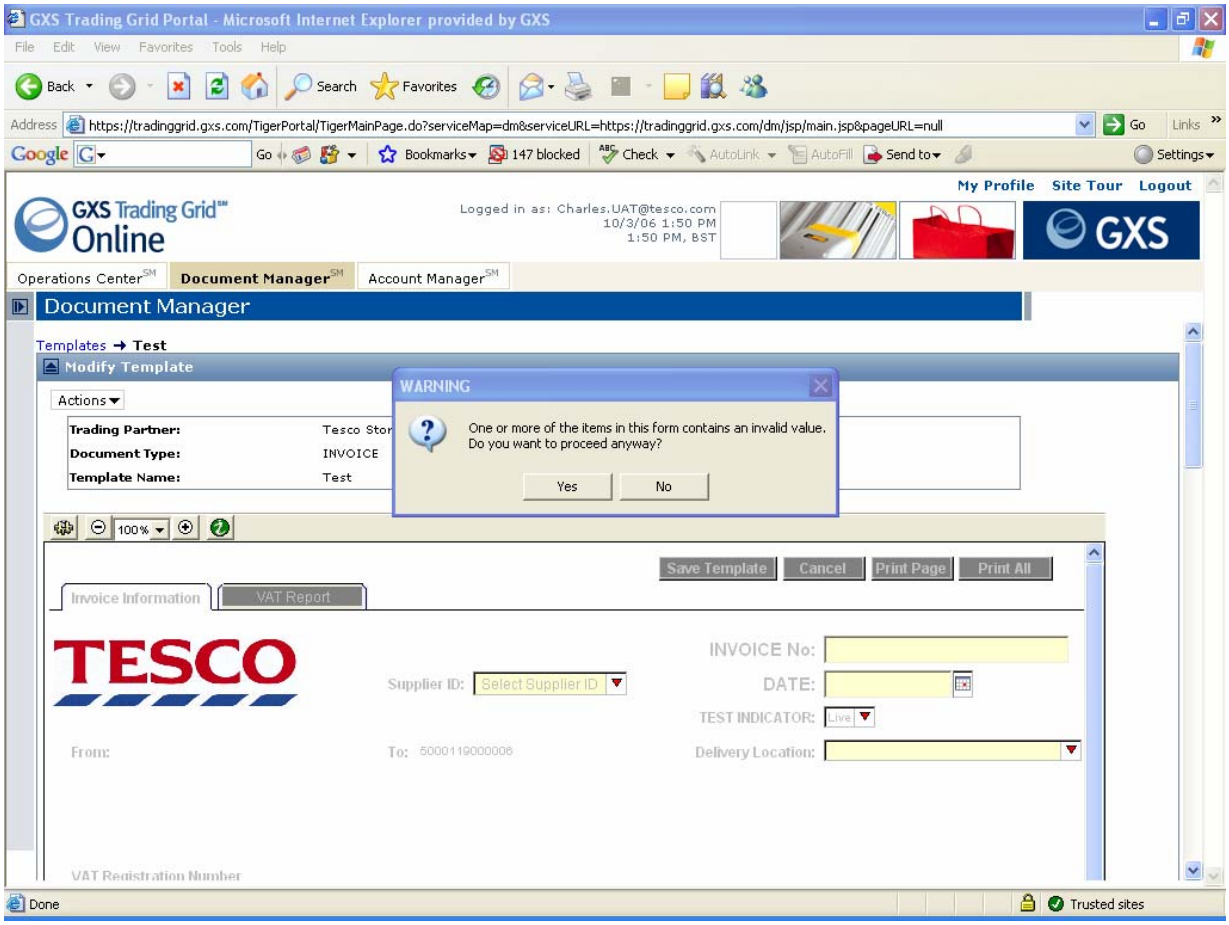
Press **Create.**

The Tesco invoice template form is displayed.

A full description of the Tesco invoice form fields and input instructions/guidelines is available in **Appendix C.**



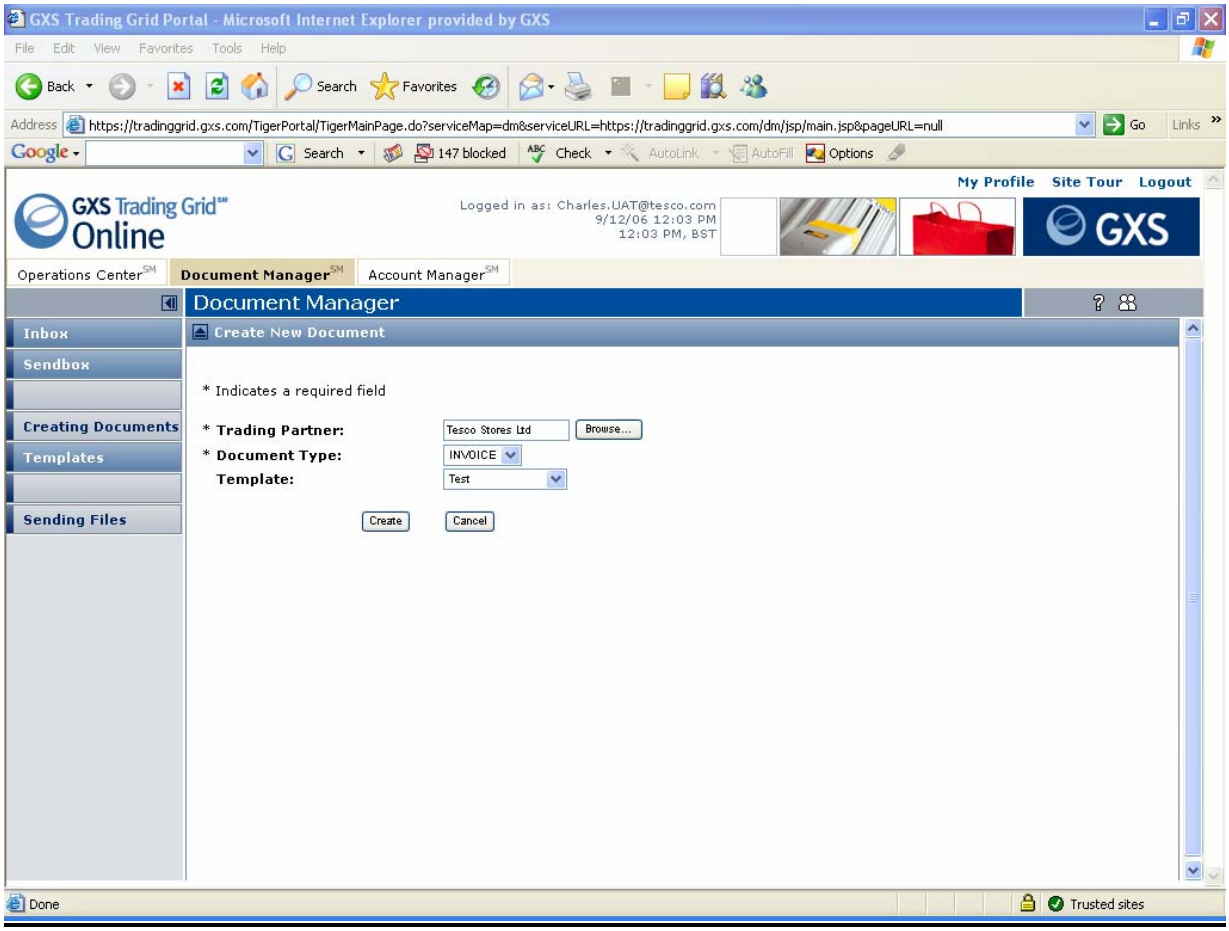
Enter only the information that will be common to all invoices created from this template and press **Save Template**.



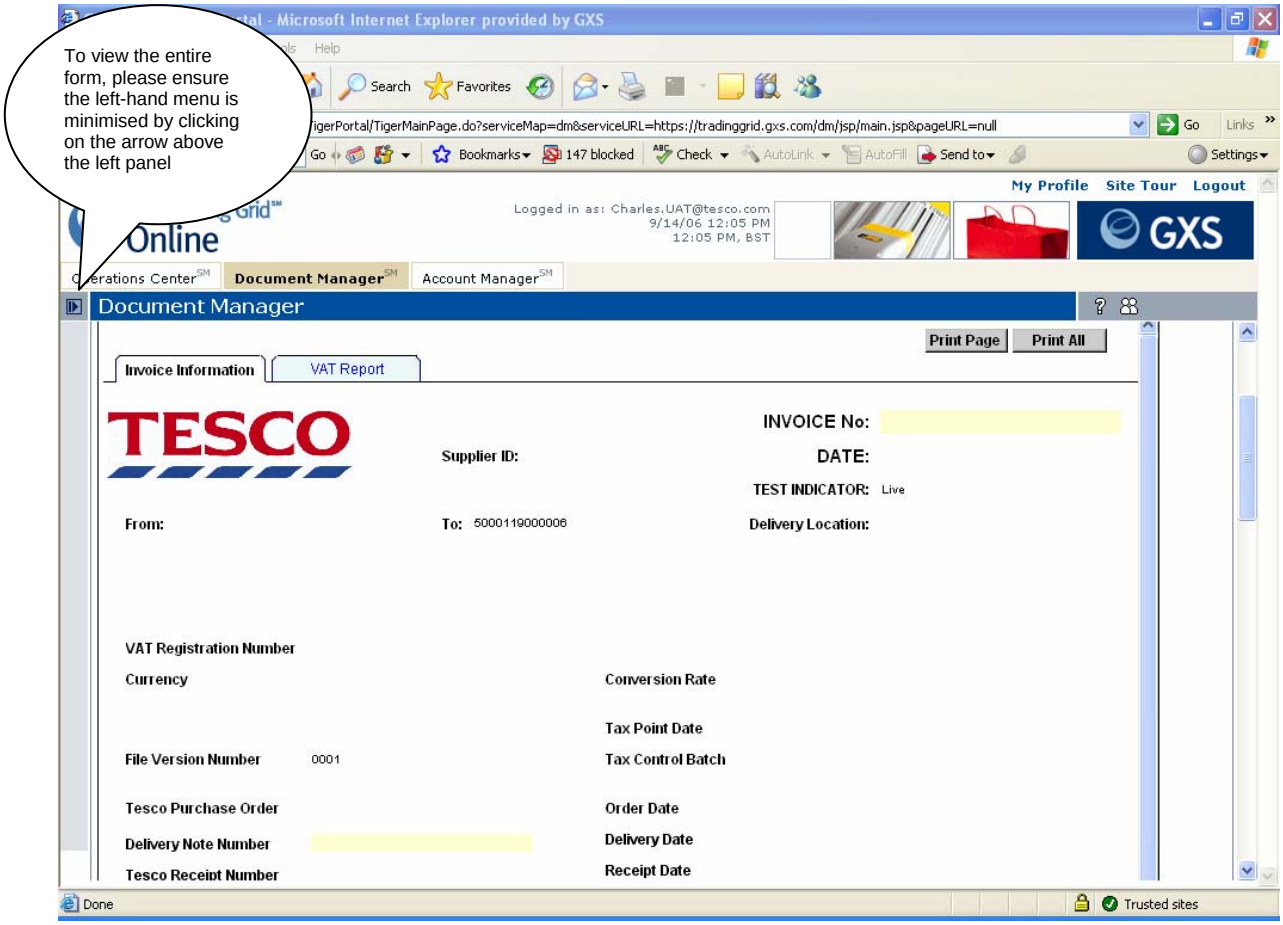
If you receive the warning message box above please continue and press **Yes**. This will appear if you have left mandatory fields blank however, the template will still work. Ensure when sending the invoice that all mandatory fields (boxes in yellow) are completed correctly.

You are now ready to create an invoice from your template. However **DO NOT** send an initial invoice until instructed to do so by Tesco.

Please select **Creating Documents** from the left hand menu, select **Browse** to locate Tesco, select the drop down box to find Invoice as Document Type, select the drop down box to locate your Template. Select **Create**.



Your document form displays. Enter all pertinent information into the form. Field boxes in yellow are mandatory and some fields are automatically calculated, these appear as read only fields and cannot be amended. You may override the data in the fields as applicable for this document, for example, Number of Traded Units Invoiced and Cost Price (excluding VAT). Please refer to **Appendix C** for a full description of all the form fields and input instructions.



When you are done completing the form, click one of the following:

- **Send** to immediately send the document to Tesco. The document will appear in your **Document Sendbox** with a status of **Submitted or Sent**. You will not be able to send a document if you have not completed all mandatory data. A message box will appear to this effect.
- **Save** to save the form and add the document to your **Document Sendbox**, where you can later send it; the document will have a status of **Saved**. If you receive the warning message please continue and press **Yes**. This will appear if you have left mandatory fields blank however, the document will still save. Ensure when sending the invoice that all mandatory fields are completed correctly.

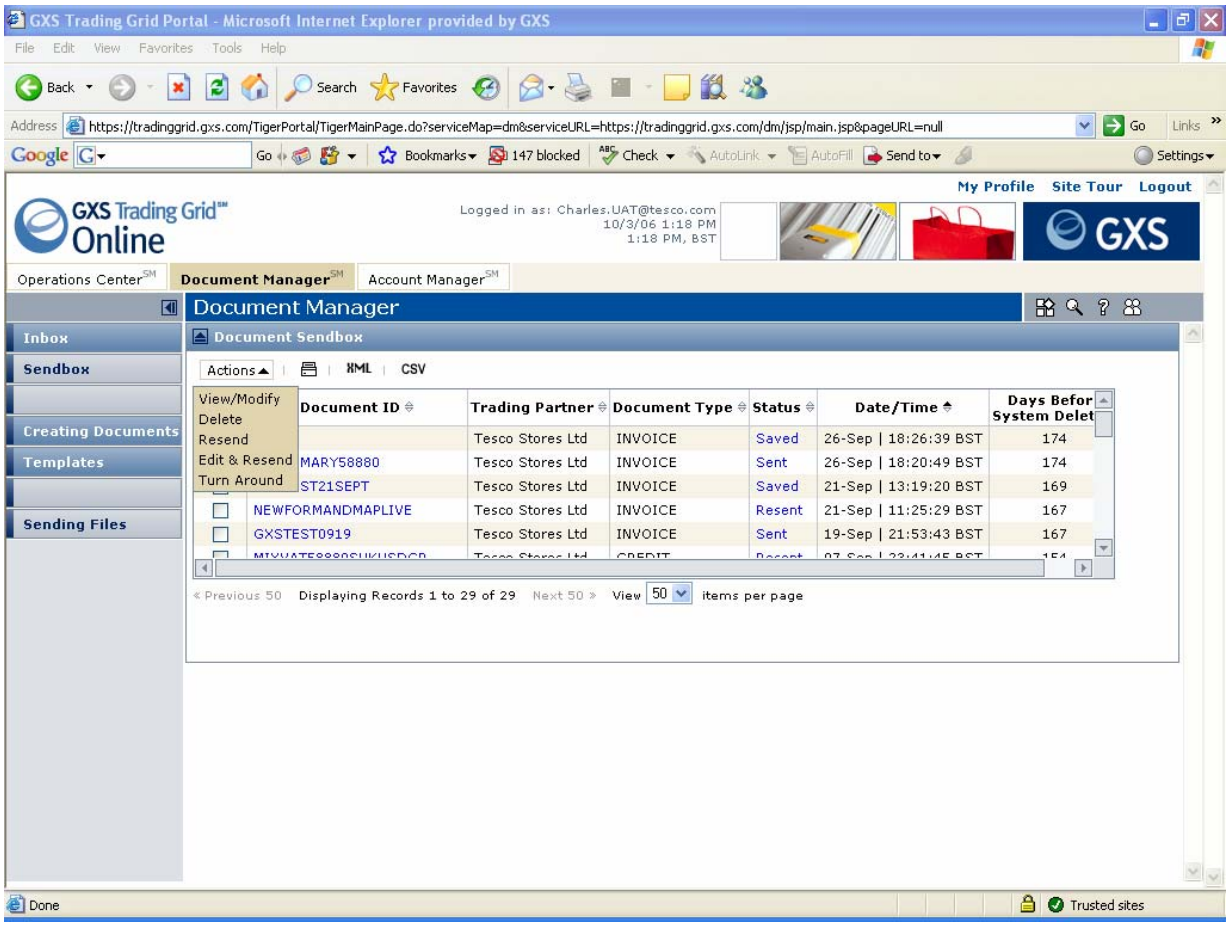
It is strongly advised that you **Save** your document a minimum of every 25 minutes.. Documents will not be saved if open for more than 25 minutes even if actively entering data and any data entered after last Save will be lost.

Saved Documents

To amend or complete a saved file and send, simply select **Sendbox**, check the Select box to select the document, select View/Modify from the **Actions** dropdown list. Enter the missing information, once you are sure the document is correct select **Send**.

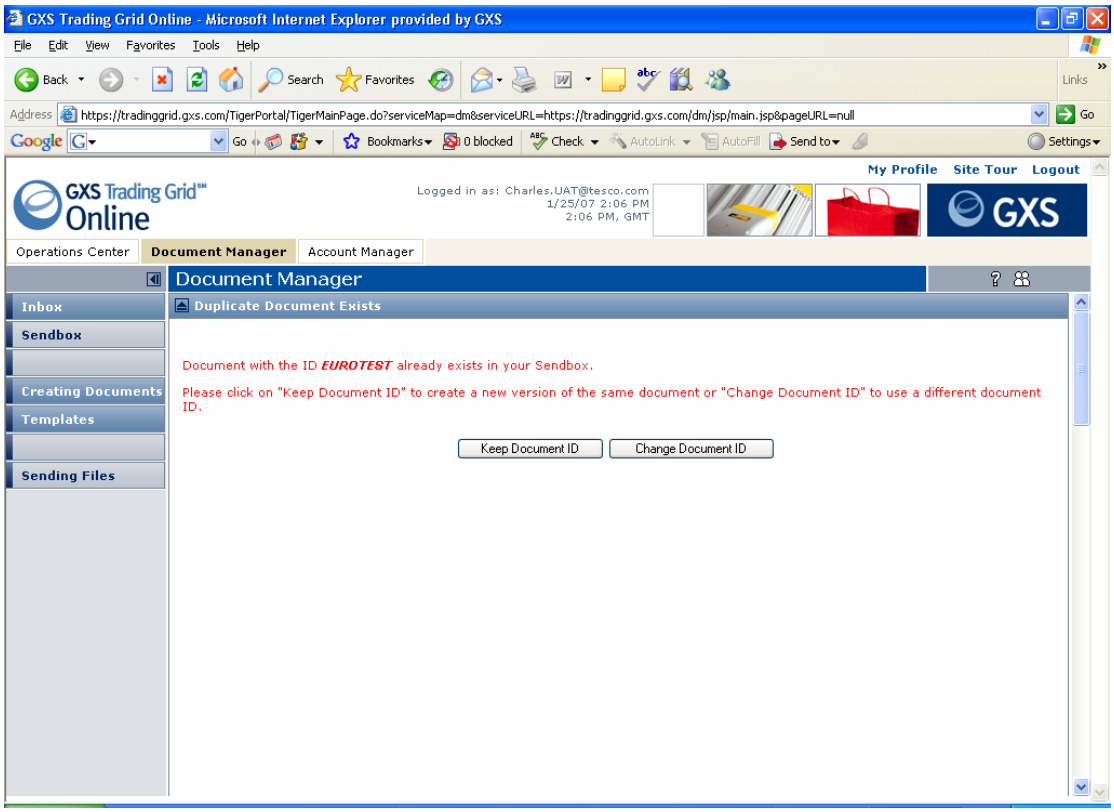
Resend Documents

IWF allows users to either resend or edit and resend invoices to Tesco a subsequent time, if required. To resend and invoice, please select the invoice and select the **Actions** dropdown box and then press either **Resend** or **Edit & Resend** as applicable. Alternatively, you can click on the **Document ID** and then select the **Actions** dropdown box.

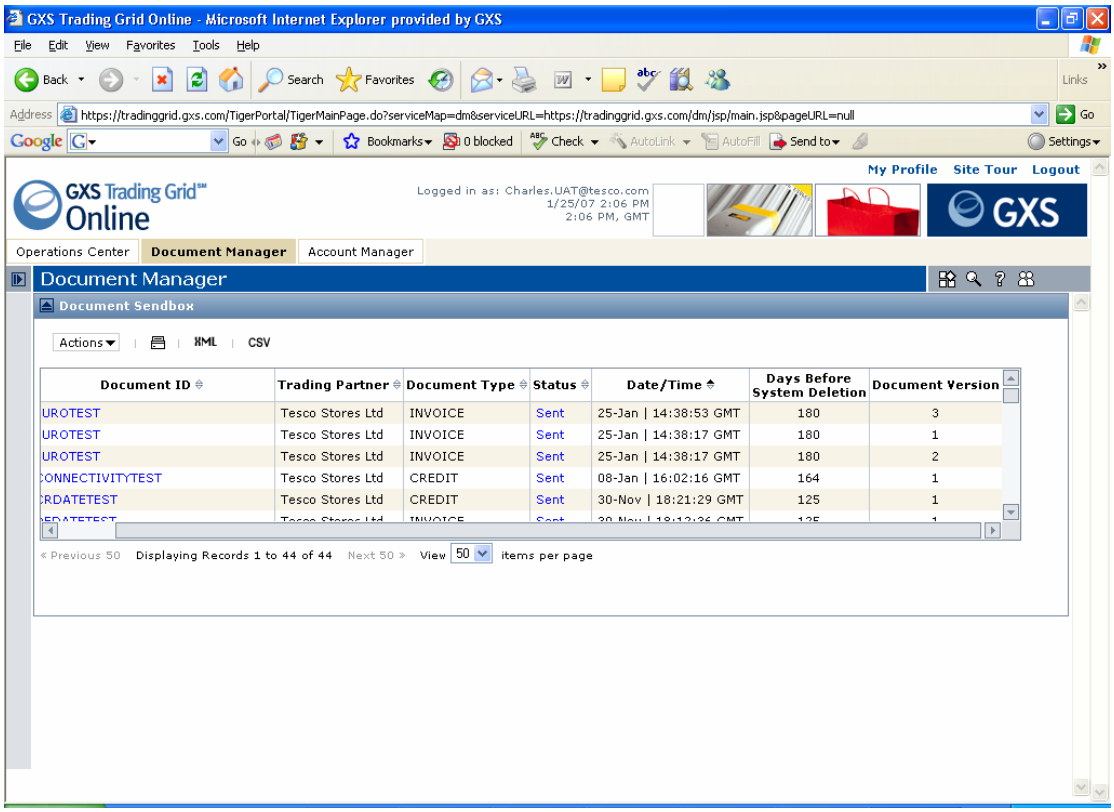


If **Resend** is selected, the invoice will be automatically resent and the status in Document Manager will be changed to **Resent**. Please note the version number of the document will not change.

If **Edit & Resend** is selected, the invoice will be opened and you can modify as required. Once **Send** is selected the 'Duplicate Document Exists' screen will appear giving you the option to 'Change Document ID' if you have made a mistake or 'Keep Document ID' if you want the Document ID to remain the same. The status in Document Manager will remain as **Sent** as the modified invoice will be saved in addition to the original invoice and the Document Version will increment by '1' if you chose to 'Change Document ID' and be displayed in the last column.


GXS Trading Grid Online - Microsoft Internet Explorer provided by GXS
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tradinggrid.gxs.com/TigerPortal/TigerMainPage.do?serviceMap=dm&serviceURL=https://tradinggrid.gxs.com/dm/jsp/main.jsp&pageURL=null
Go
Bookmarks 0 blocked Check AutoLink AutoFill Send to Settings
My Profile Site Tour Logout
GXS Trading Grid Online
Logged in as: Charles.UAT@tesco.com
1/25/07 2:06 PM
2:06 PM, GMT
GXS
Operations Center Document Manager Account Manager
Document Manager
Inbox
Sendbox
Creating Documents
Templates
Sending Files
Duplicate Document Exists
Document with the ID EUROTEST already exists in your Sendbox.
Please click on "Keep Document ID" to create a new version of the same document or "Change Document ID" to use a different document ID.
Keep Document ID
Change Document ID

A new column is now present detailing the Document Version number.

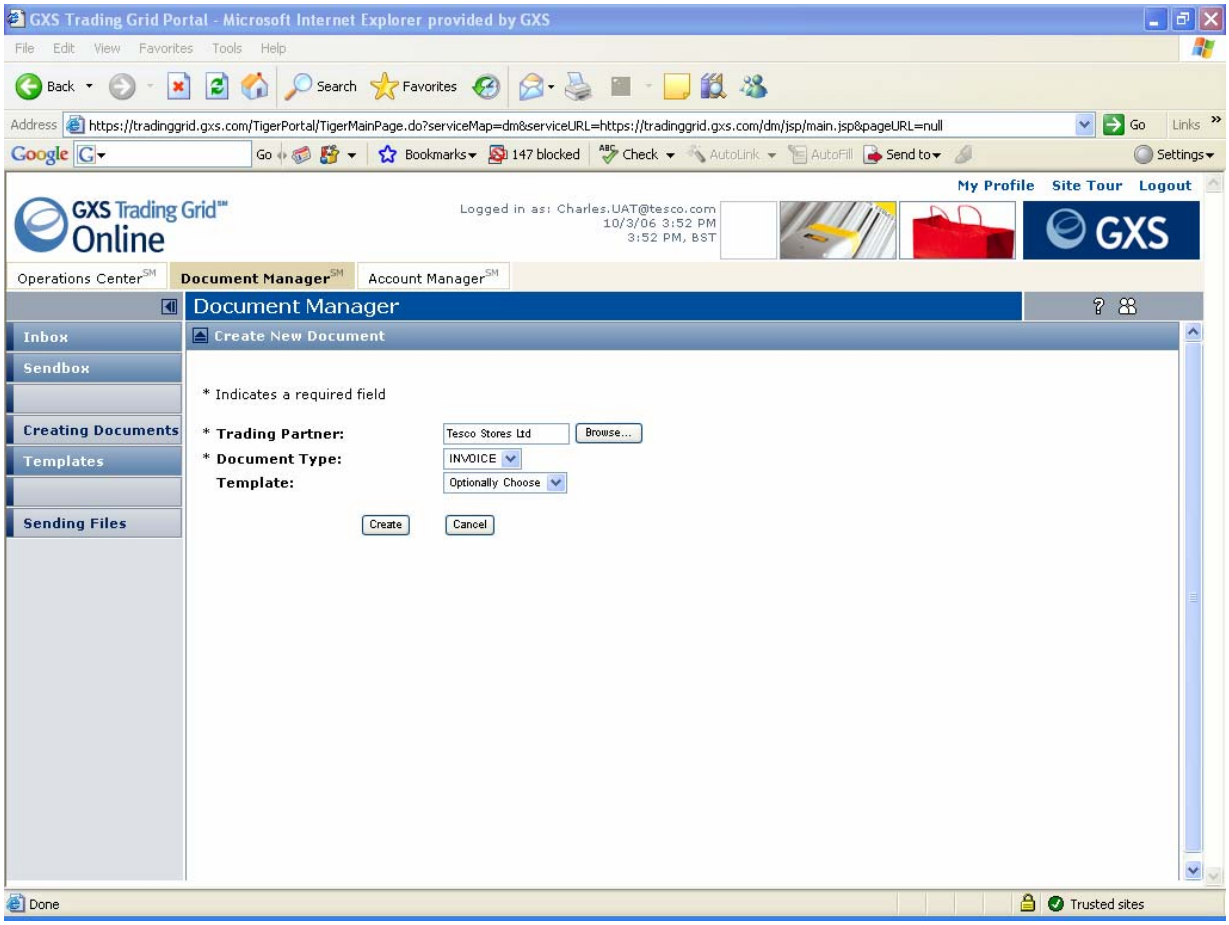

GXS Trading Grid Online - Microsoft Internet Explorer provided by GXS
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tradinggrid.gxs.com/TigerPortal/TigerMainPage.do?serviceMap=dm&serviceURL=https://tradinggrid.gxs.com/dm/jsp/main.jsp&pageURL=null
Go
Bookmarks 0 blocked Check AutoLink AutoFill Send to Settings
My Profile Site Tour Logout
GXS Trading Grid Online
Logged in as: Charles.UAT@tesco.com
1/25/07 2:06 PM
2:06 PM, GMT
GXS
Operations Center Document Manager Account Manager
Document Manager
Document Sendbox
Actions XML CSV
Document ID Trading Partner Document Type Status Date/Time Days Before System Deletion Document Version
UROTEST Tesco Stores Ltd INVOICE Sent 25-Jan | 14:38:53 GMT 180 3
UROTEST Tesco Stores Ltd INVOICE Sent 25-Jan | 14:38:17 GMT 180 1
UROTEST Tesco Stores Ltd INVOICE Sent 25-Jan | 14:38:17 GMT 180 2
CONNECTIVITYTEST Tesco Stores Ltd CREDIT Sent 08-Jan | 16:02:16 GMT 164 1
RDATETEST Tesco Stores Ltd CREDIT Sent 30-Nov | 18:21:29 GMT 125 1
« Previous 50 Displaying Records 1 to 44 of 44 Next 50 » View 50 items per page

If you open a form with multiple version numbers and click on the version number near the top of the form, it opens a box showing a list of version number and dates.

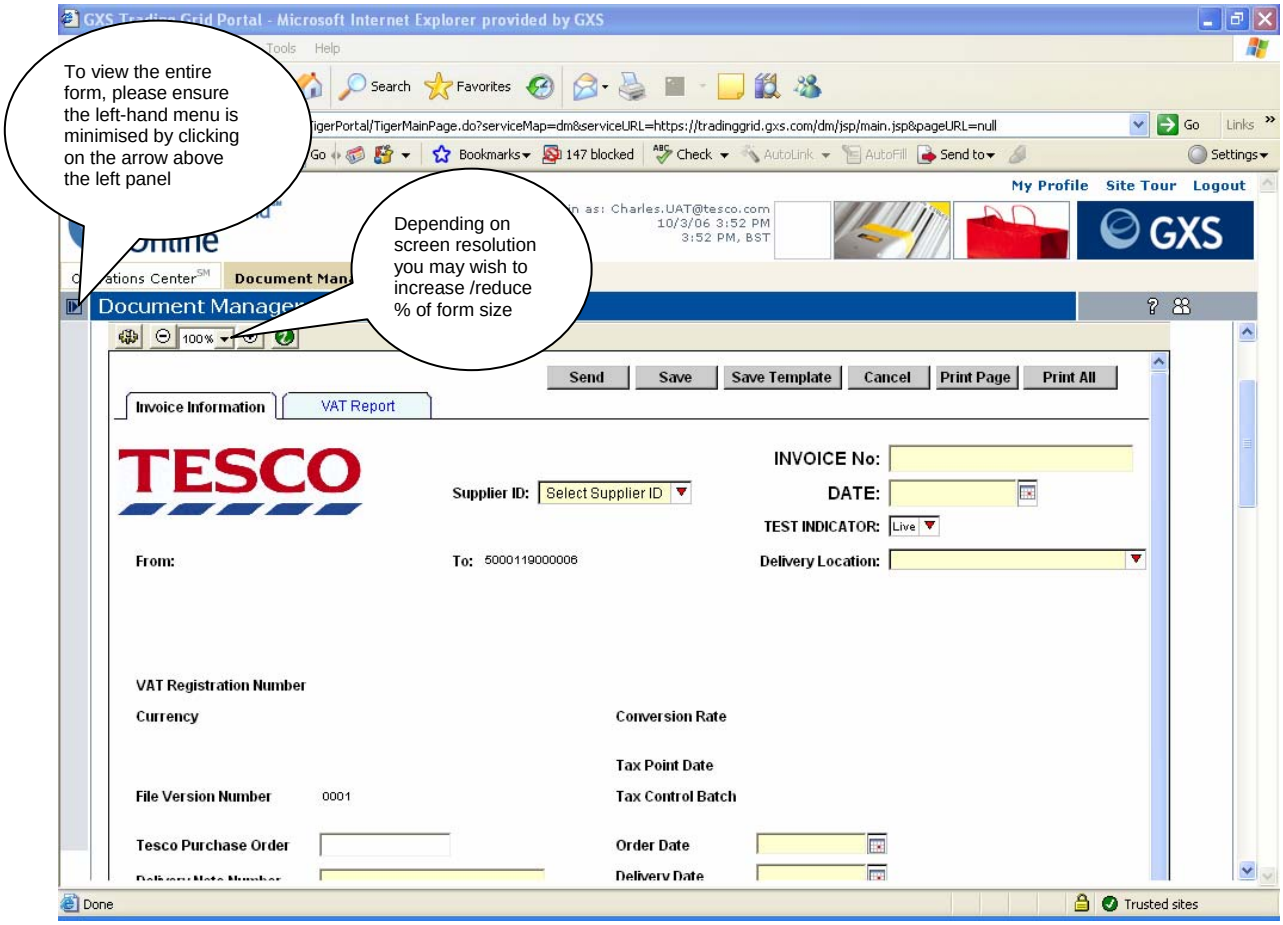
You can **Edit & Resend** an unlimited number of times and the version number will continue to build in the send box as will the contents in the pop up box.

Option 2 - Creating Invoices (and saving as Template)

To create an invoice please select **Creating Documents** from the left hand menu, select **Browse** to locate Tesco, select the drop down box to find Invoice as Document Type, and Select **Create.**



Your document form displays. Enter all pertinent information into the form. Field boxes in yellow are mandatory and some fields are automatically calculated. Calculated fields will appear as read only fields and cannot be amended. Please refer to **Appendix C** for a full description of all the form fields and input instructions.



Note: These forms have been created for 1024x768 resolution.

When you are done completing the form, click one of the following:

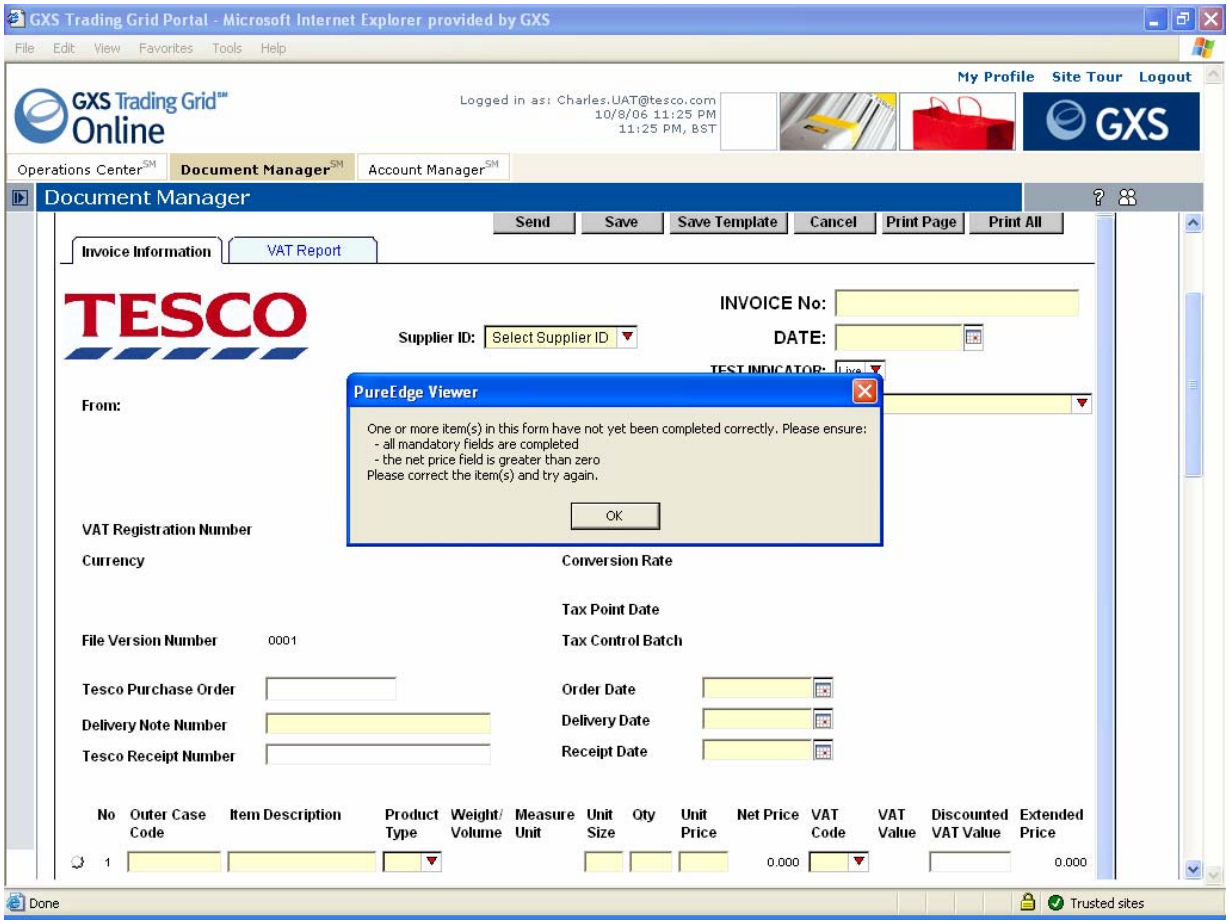
- **Send** to immediately send the document to Tesco. The document will appear in your **Document Sendbox** with a status of **Submitted or Sent**. You will not be able to send a document if you have not completed all mandatory data. A message box will appear to this effect.
- **Save** to save the form and add the document to your **Document Sendbox**, where you can later send it; the document will have a status of **Saved**. If you receive the warning message please continue and press **Yes**. This will appear if you have left mandatory fields blank however, the document will still save. Ensure when sending the invoice that all mandatory fields are completed correctly.

It is strongly advised that you **Save** your document a minimum of every 25 minutes.. Documents will not be saved if open for more than 25 minutes even if actively entering data and any data entered after last Save will be lost.

Saved Documents

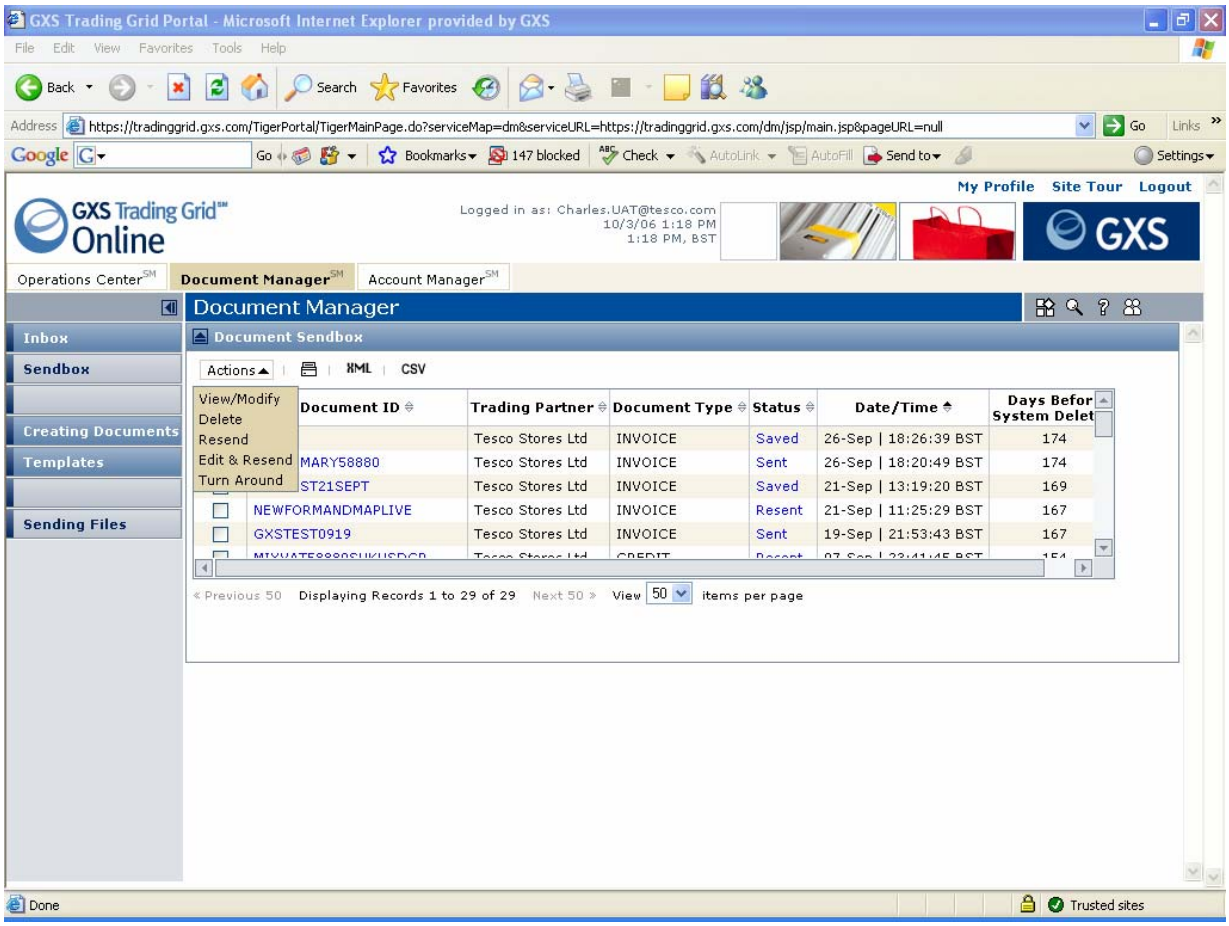
To amend or complete a saved file and send, simply select **Sendbox**, check the Select box to select the document, select View/Modify from the **Actions** dropdown list. Enter the missing information, once you are sure the document is correct select **Send**.

If you attempt to **Send** the document and you receive the error message below, please check that you have completed all mandatory fields and that the net price field is greater than zero.



Resend Documents

IWF allows users to either resend or edit and resend invoices to Tesco a subsequent time, if required. To resend and invoice, please select the invoice and select the **Actions** dropdown box and then press either **Resend** or **Edit & Resend** as applicable. Alternatively, you can click on the **Document ID** and then select the **Actions** dropdown box.



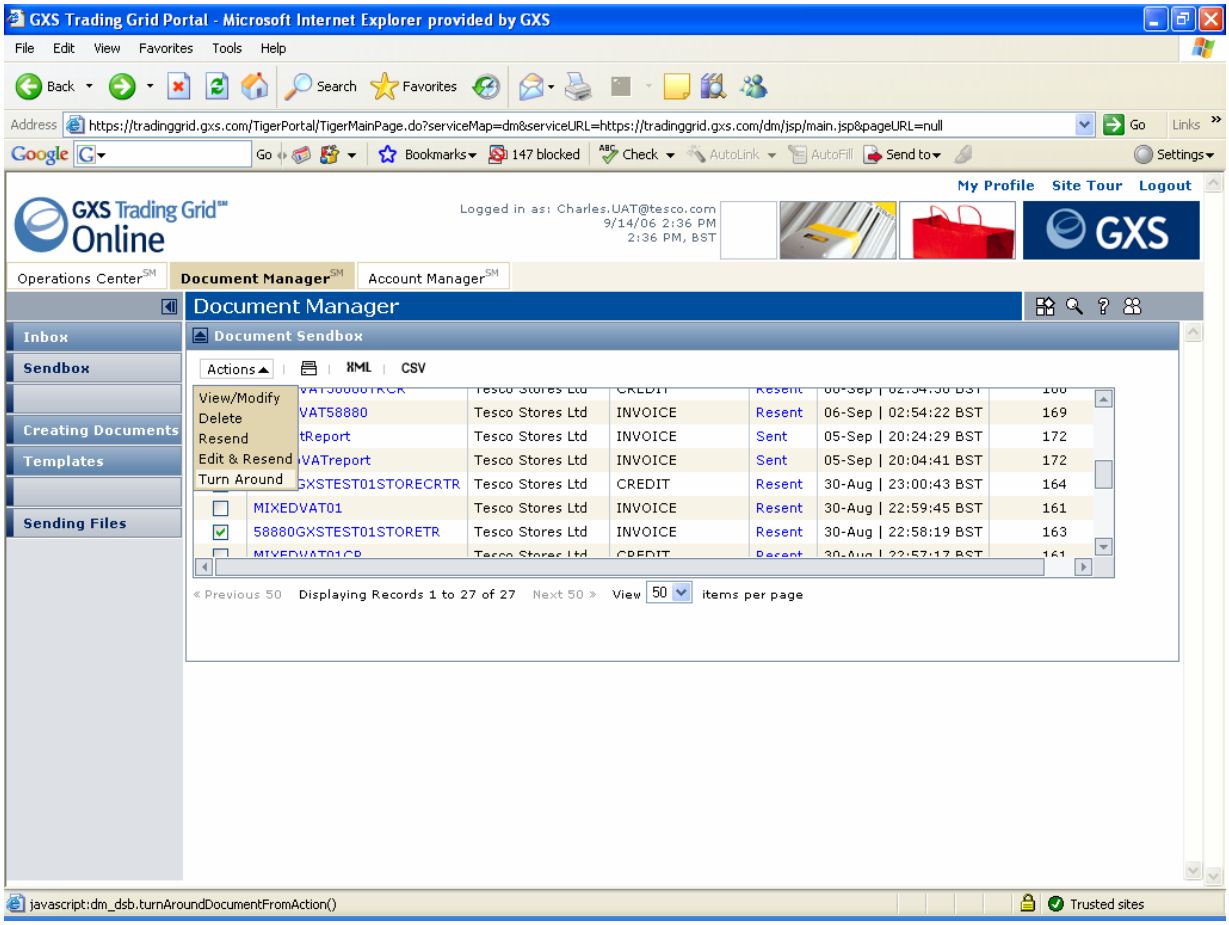
If **Resend** is selected, the invoice will be automatically resent and the status in Document Manager will be changed to **Resent**. Please note the version number of the document will not change.

If **Edit & Resend** is selected, the invoice will be opened and you can modify as required. Once **Send** is selected the status in Document Manager will remain as **Sent** as the modified invoice will replace the original invoice. However, please note the version number of the document will increment by '1'. If you click on the version number, it opens a box showing a list of version number and dates. You can **Edit & Resend** an unlimited number of times and the version number will continue to build as will contents in the pop up box.

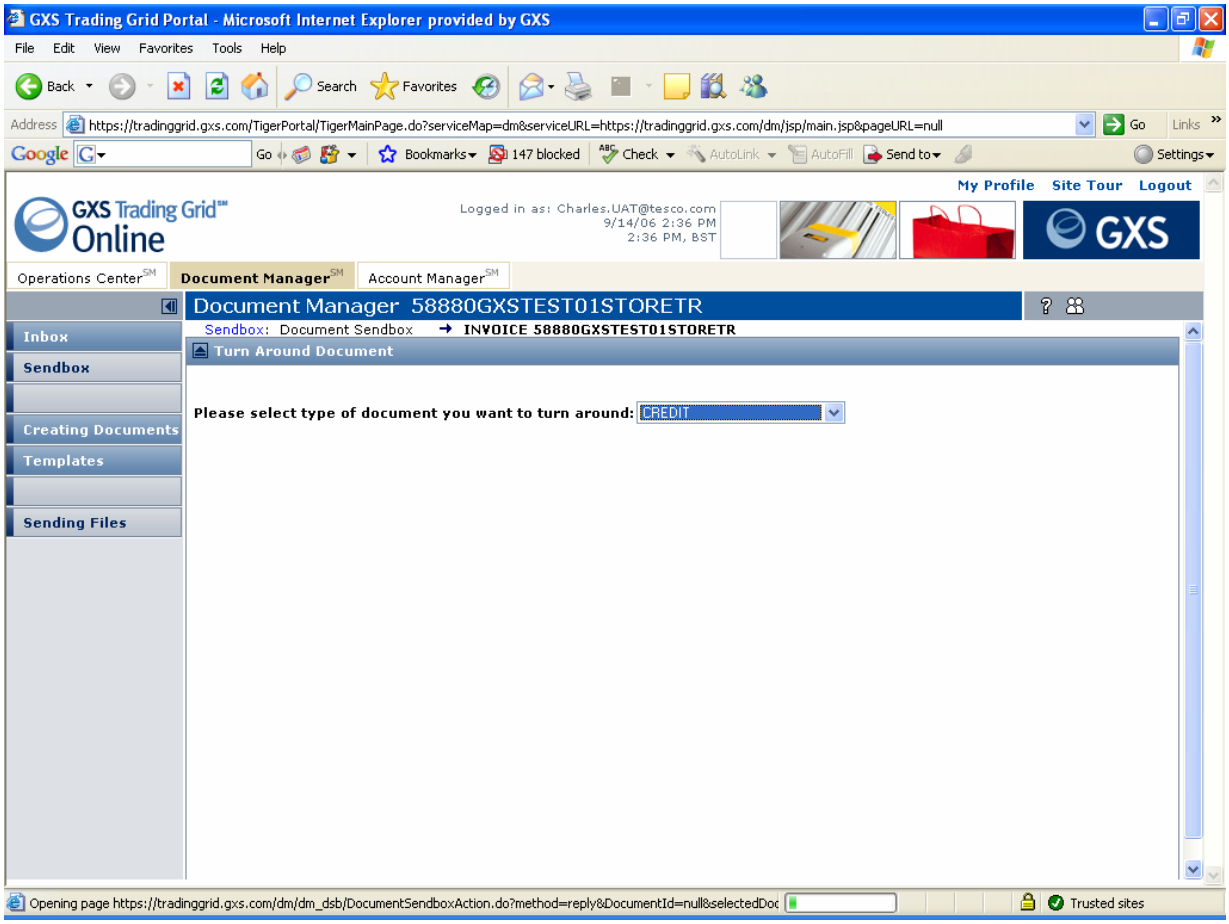
5. GENERATING CREDIT NOTES FROM IWF INVOICES

IWF allows users to generate credit notes from IWF invoices. Users are not allowed to create a credit note on IWF without an existing IWF invoice. Please note, this feature only applies to store accounts, not depot accounts. If you attempt to generate a credit for a depot account, an error message will be displayed and you will not be allowed to generate the credit. Any depot credits that have been agreed with Tesco must be sent as a paper document for processing.

To generate a turnaround credit note for a store account, please select the Invoice and select the **Actions** dropdown box and then press **Turnaround.**

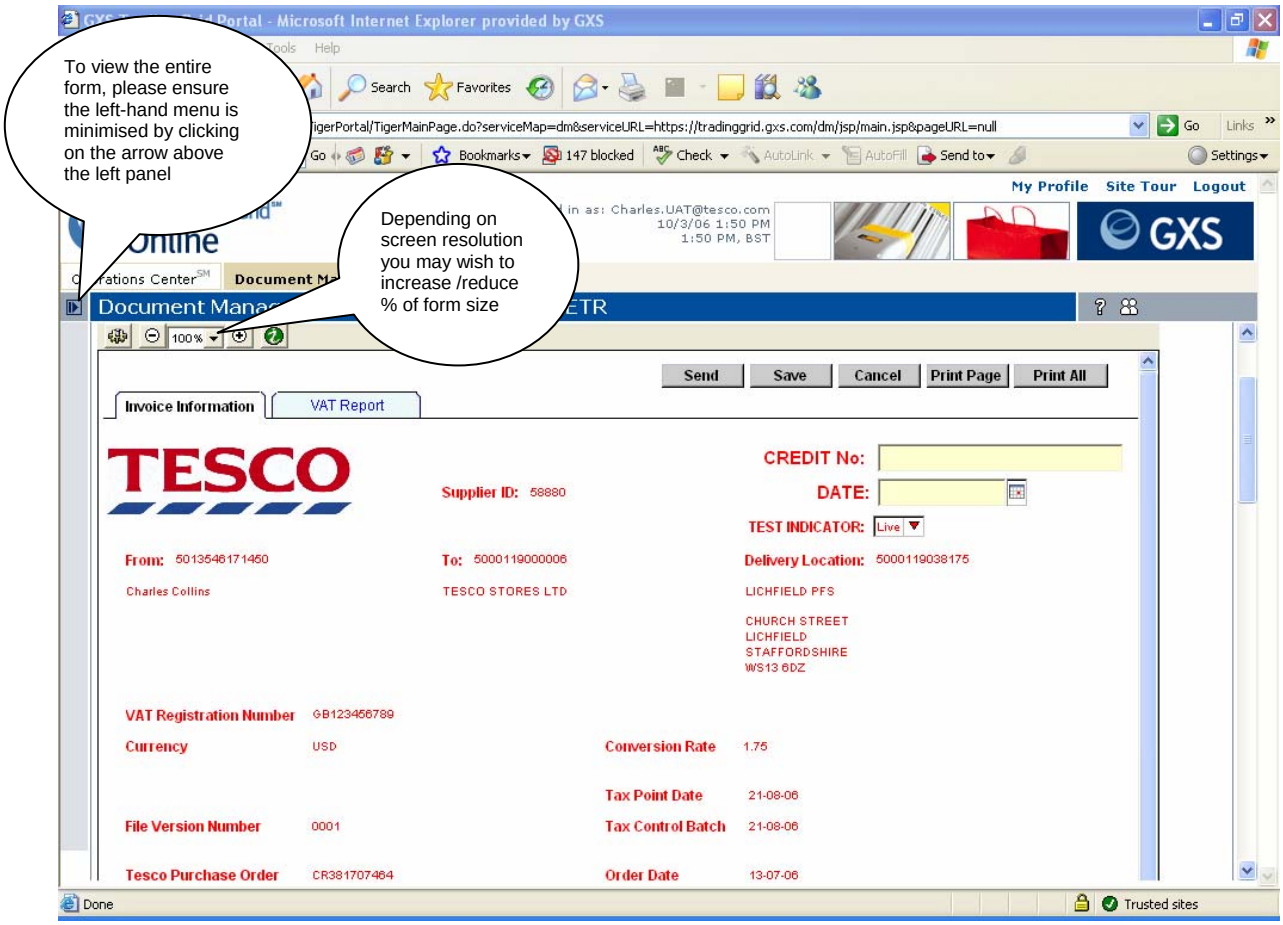

GXS Trading Grid Portal - Microsoft Internet Explorer provided by GXS
My Profile
Site Tour
Logout
GXS Trading Grid Online
Logged in as: Charles.UAT@tesco.com
9/14/06 2:36 PM
2:36 PM, BST
Operations Center
Document Manager
Account Manager
Document Manager
Inbox
Sendbox
Creating Documents
Templates
Sending Files
Document Sendbox
Actions
XML
CSV
View/Modify
Delete
Resend
Edit & Resend
Turn Around
VAT58880 Tesco Stores Ltd INVOICE Resent 06-Sep | 02:54:22 BST 169
tReport Tesco Stores Ltd INVOICE Sent 05-Sep | 20:24:29 BST 172
VATreport Tesco Stores Ltd INVOICE Sent 05-Sep | 20:04:41 BST 172
GXSTEST01STORECRTR Tesco Stores Ltd CREDIT Resent 30-Aug | 23:00:43 BST 164
MIXEDVAT01 Tesco Stores Ltd INVOICE Resent 30-Aug | 22:59:45 BST 161
58880GXSTEST01STORETR Tesco Stores Ltd INVOICE Resent 30-Aug | 22:58:19 BST 163
« Previous 50 Displaying Records 1 to 27 of 27 Next 50 » View 50 items per page
javascript:dm_dsb.turnAroundDocumentFromAction()
Trusted sites

Select **CREDIT** as the turnaround document required.


GXS Trading Grid Portal - Microsoft Internet Explorer provided by GXS
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tradinggrid.gxs.com/TigerPortal/TigerMainPage.do?serviceMap=dm&serviceURL=https://tradinggrid.gxs.com/dm/jsp/main.jsp&pageURL=null
Go Links
Google Go Bookmarks 147 blocked Check AutoLink AutoFill Send to Settings
My Profile Site Tour Logout
GXS Trading Grid Online
Logged in as: Charles.UAT@tesco.com
9/14/06 2:36 PM
2:36 PM, BST
GXS
Operations Center Document Manager Account Manager
Document Manager 58880GXSTEST01STORETR
Sendbox: Document Sendbox → INVOICE 58880GXSTEST01STORETR
Inbox
Sendbox
Creating Documents
Templates
Sending Files
Turn Around Document
Please select type of document you want to turn around: CREDIT
Opening page https://tradinggrid.gxs.com/dm/dm_dsb/DocumentSendboxAction.do?method=reply&DocumentId=null&selectedDoc
Trusted sites

The Tesco turnaround credit note form is displayed. Enter all pertinent information into the form. Field boxes in yellow are mandatory and some fields are automatically calculated, these appear as read only fields and cannot be amended.

A full description of the Tesco form fields and input instructions/guidelines for the credit note is available in **Appendix D**. **Note:** These forms have been created for 1024x768 resolution.



Note: These forms have been created for 1024x768 resolution.

When you are done completing the form, click one of the following:

- **Send** to immediately send the document to Tesco. The document will appear in your **Document Sendbox** with a status of **Submitted or Sent**. You will not be able to send a document if you have not completed all mandatory data. A message box will appear to this effect.
- **Save** to save the form and add the document to your **Document Sendbox**, where you can later send it; the document will have a status of **Saved**. If you receive the warning message please continue and press **Yes**. This will appear if you have left mandatory fields blank however, the document will still save. Ensure when sending the invoice that all mandatory fields are completed correctly.

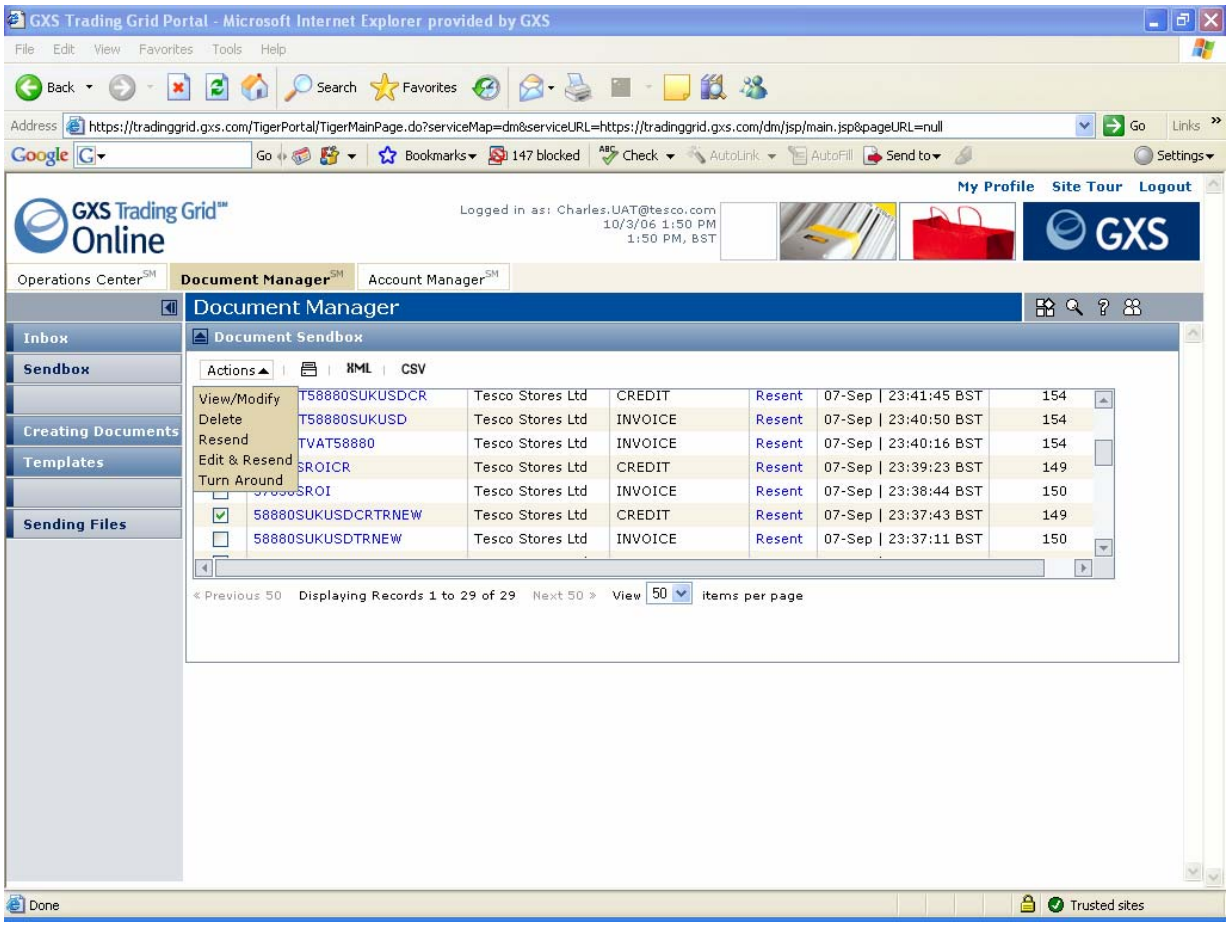
It is strongly advised that you **Save** your document a minimum of every 25 minutes.. Documents will not be saved if open for more than 25 minutes even if actively entering data and any data entered after last Save will be lost.

Saved Documents

To amend or complete a saved file and send, simply select **Sendbox**, check the Select box to select the document, select View/Modify from the **Actions** dropdown list. Enter the missing information, once you are sure the document is correct select **Send**.

Resend Documents

IWF allows users to either resend or edit and resend credits to Tesco a subsequent time, if required. To resend a credit, please select the credit and select the **Actions** dropdown box and then press either **Resend** or **Edit & Resend** as applicable. Alternatively, you can click on the **Document ID** and then select the **Actions** dropdown box.



If **Resend** is selected, the credit will be automatically resent and the status in Document Manager will be changed to **Resent**. Please note the version number of the document will not change.

If **Edit & Resend** is selected, the invoice will be opened and you can modify as required. Once **Send** is selected the status in Document Manager will remain as **Sent** as the modified invoice will replace the original invoice. However, please note the version number of the document will increment by '1'. If you click on the version number, it opens a box showing a list of version number and dates. You can **Edit & Resend** an unlimited number of times and the version number will continue to build as will contents in the pop up box.

6. ADDITIONAL FUNCTIONALITY

Printing

IWF provides a functionality to print the page you are currently viewing or the entire document. To do this you must have the document open. You might require to print the document when you are actively working with the document or you might wish to take a print having sent or saved the document. Select the document, Select **Action**, **View/Modify** and then **Print**.

To print only the one page you are currently viewing, select the **Print Page** icon. In order to print all pages of a required document select the **Print All** icon.

CSV/XML

In order to convert your document to CSV (Comma Separated Value) or XML (EXtensible Markup Language) file format, select your **Sendbox**, select the file you require to convert, select **CSV or XML** from the tool bar. The file will then convert to CSV or XML format which you can then reformat as required or save to your PC.

Please note you can save your send box items in this format by selecting the **CSV** icon in you Sendbox listing the items sent.

Live Chat

Should you have a query or require some assistance firstly go to the icon on the top right hand side of the screen for an online tutorial. Should you not find the answer you are seeking here you may use an online Chat facility by simply selecting the people icon from the right hand side of your screen. Select the topic your question relates to, ensure your contact details display correctly, input your question and select **Connect**. This will link you to GXS Support and you will be able to chat online to have your issue resolved.

Customise

Currently IWF is defaulted to display up to 5 messages in your Sendbox. Should you wish to change the default on a permanent basis select the icon from the right hand side of your screen and then select your required customisation.

7. GETTING HELP

Registration Support

For registration assistance for the IWF service, please refer to the document titled ***'Tesco IWF Registration Process'*** which is available at http://www.gxs.co.uk/tesco using username=tesco and password=iwf, both username and password must be in lower case. Select **How to Join** from the main menu and you can view, download or print the document. If you still have further queries regarding registration, please contact the GXS Implementation Team:

Email: tescoiwf@gxs.com

On-going Technical Support

For on-going technical assistance, GXS Client Services provides local support for the IWF service. All client issues are logged in a global management system that not only enables detailed issue tracking but also allows fast and effective notification and escalation as well as in depth root cause analysis.

GXS Client Services are available during business hours via:

- Telephone
- Email
- Live Chat (available on the IWF menu on the right side)

To find your local Client Services contact details please go to:

http://www.gxs.com/customers/support/contact/index.htm#regions

Select the appropriate region eg. EMEA and your country to obtain GXS contact details.

Other On-Going Support

For non-technical queries on the IWF services, please access the Tesco IWF website at http://www.gxs.co.uk/tesco using username=tesco and password=iwf, both username and password must be in lower case. Select **Contact Information** from the menu and you will be presented with a form to enter your details and query which will be directed to the appropriate team at either GXS or Tesco.

APPENDIX A – TESCO ORDER FORM

Orders Information

100%

Send | Save | Cancel | Print Page | Print All

Orders Information | Admin

TESCO

Order No: CR279933393
Order Type: 6
Order Date: 31 Oct 05
Delivery Date: 03 Nov 05
Page: 1 of 2

Tesco Stores Ltd
Tesco House, Delamare Road, Cheshunt, Herts. EN8 9SL

VAT No: GB220430231

Please ensure that the order number is quoted on the outside of all the packages and is quoted on all delivery notes.

To:	Haulier:	Deliver To:	Invoice To:
5050085020085		5000119020060	5000119000006
LINE H		ABERTILLERY	BLOOMFIELDS

Next >>

	Outer Case Code	Tesco Number	Item Description	Qty (Supplier Units)	Unit Size
1	5060106150035		COMPUTER DESK	2.000	1.000
2	5060106150035		COMPUTER DESK	2.000	1.000
3	5060106150035		COMPUTER DESK	2.000	1.000
4	5060106150035		COMPUTER DESK	2.000	1.000
5	5060106150035		COMPUTER DESK	2.000	1.000
6	5060106150035		COMPUTER DESK	2.000	1.000
7	5060106150035		COMPUTER DESK	2.000	1.000
8	5060106150035		COMPUTER DESK	2.000	1.000
9	5060106150035		COMPUTER DESK	2.000	1.000
10	5060106150035		COMPUTER DESK	2.000	1.000

Total No. Lines: 1

Total No.Quantity: 24

Tesco Order View Instructions

Below is a description of the Tesco form fields and guidelines, where applicable. This is a **read only form** which can be viewed, printed, saved to CSV or PDF and can be turned around to an invoice.

Header Information	Format	Description	Comment
Order No	8 or 13 digits		PO numbers commencing with CR indicate this to be a store order; LM indicates a Depot order
Order Type	1 Digit		
Order Date	DD MMM YY	Date order raised	
Delivery Date	DD MMM YY	Expected delivery date	
Page	n of n	Number of pages	Use next and previous to navigate
Customer Name and address		Tesco registered address	
Customer VAT Registration Number	Alphanumeric registration number	Tesco VAT number	Tesco VAT number turned around to the invoice document
To	13 digits	Your EDI number	As identified by Tesco's systems
Haulier		Haulier name	Where known to Tesco
Deliver to	13 digits	Delivery location EDI number	Delivery location EDI/ANA number and address
Invoice To			Invoice to EDI/ANA number and address

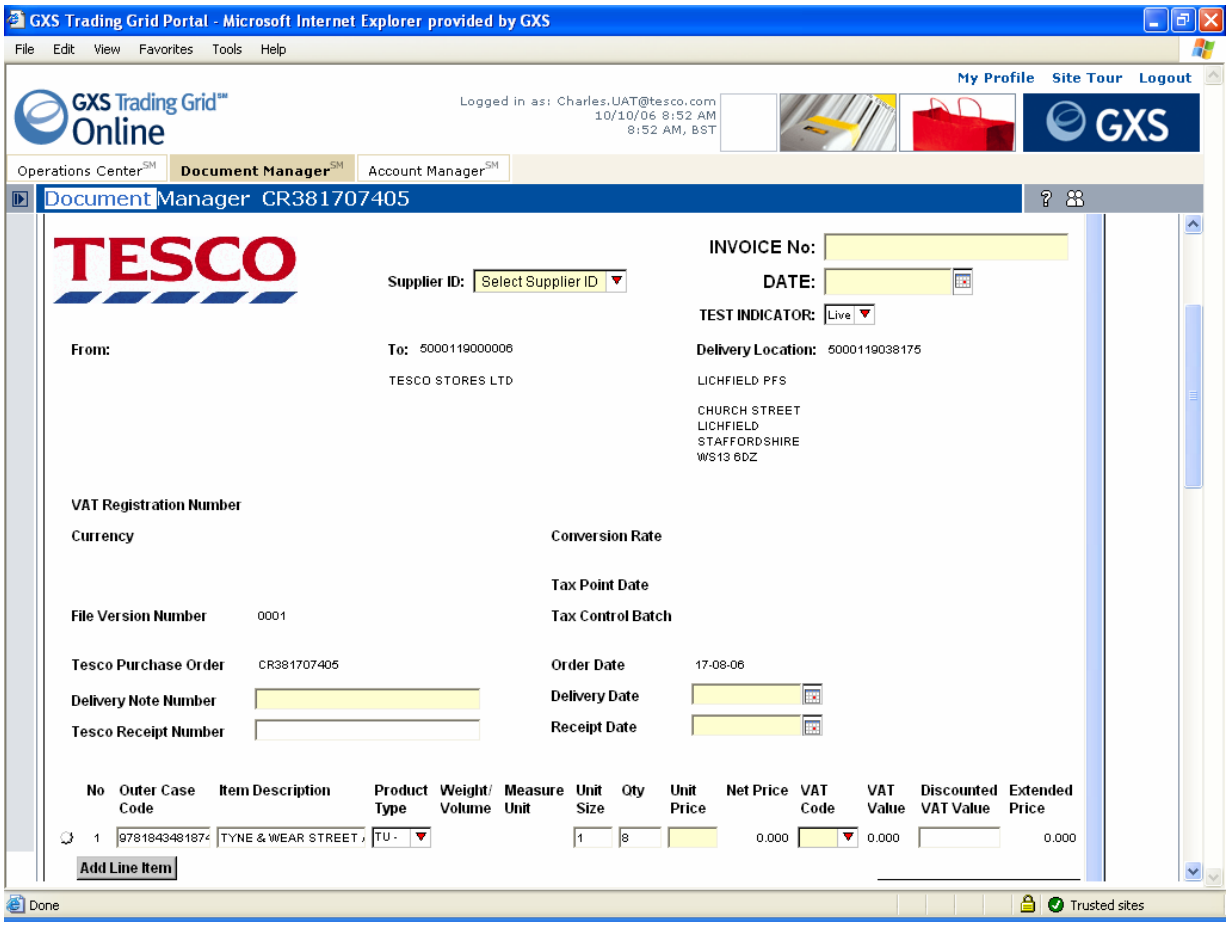
If more there are more than one page (Max 10 lines per page), please click **Next** button, to return click **Previous** button.

Line Item Information	Format	Description	Comment
Outer Case Number		Traded Unit Code (TUC)	The EAN/scan code for the case
Tesco Number			Internal Tesco product number
Item Description		Tesco's Product Description	
Qty	Numeric w/3 decimal places	Quantity ordered	
Unit Size	Numeric w/3 decimal places	Number of units in a case	

Summary Information

Summary Information	Format	Description	Comment
Total No. Lines		Total number of lines on the order	
Total No. Quantity		Total quantity on the order	

APPENDIX B – TESCO TURNAROUND INVOICE FORM



Tesco Turnaround Invoice Input Instructions

Invoice Instructions Tab

Below is a description of the Tesco form fields and guidelines, where applicable. Note all mandatory fields are in yellow.

Header Information	Format	Tesco Instructions	Comment
Supplier's ID	Dropdown list	Select your supplier ID	On selecting a supplier ID it will check the supplier type against the location table and display an error message if you have chosen the wrong supplier ID.This selection will populate the From and To EDI numbers and names as well as Tesco's VAT registration number. It will also populate the currency and type of supplier. The conversation rate field will also be enabled if you are creating foreign currency invoices based on the supplier ID selected.
Invoice No	Up to 16 characters	Enter the invoice number	You may type in greater that 16 digits but Tesco will only use the last 16 in their systems. Only A-Z and 0-9 characters allowed and no spaces. It is possible to create and send duplicate invoice numbers but only the last document will be held in the send box. Only duplicate invoice numbers for a different supplier ID will be processed by Tesco. If you want to retain the original and subsequent duplicate invoice numbers in the send box then it is suggested that you use the supplier ID as a prefix to the invoice number making this a unique record
Invoice Date	DD-MM-YY Or <Calendar>	Enter the invoice date	The Invoice date cannot be greater than the current date or before the order date.
Test Indicator	Dropdown list	Tesco will advise new users on the test process they wish them to follow	If you are testing select Test otherwise leave default as Live
From	13 digits	Your EAN code and name	Read only field populated when Supplier ID is selected.
Supplier Name		Your supplier name	Read only field populated when Supplier ID is selected
To	13 digits	Tesco EAN code = **5000119000006**	Read only field
Tesco Name		= TESCO STORES LTD Or = TESCO (IRELAND)	Read only fields populated when Supplier ID is selected.
Delivery Location		The delivery location from the list	This data is populated by the order. Read only field
Delivery Location Address		Name and address of the delivery location.	This data is populated by the order. Read only field
VAT Registration Number	Alphanumeric registration number	Tesco VAT number	Read only field populated when Supplier ID is selected
Currency	3 characters	Invoice currency	Read only field populated when Supplier ID is selected
Conversion Rate	Up to 12 digits	Enter your conversion rate if appropriate	A data entry field will only appear if a conversion rate is required
File Version Number	4 digits	File version number	On creating a document this will always be set to 0001. Read only field
Tax Point Date	DD-MM-YY		This will default to the invoice date. Read only field.
Tax Control Batch	DD-MM-YY		This will default to the invoice date. Read only field

Tesco Purchase Order	8 or 13 digits	As allocated by Tesco	This data is populated by the order. Read only field
Order Date	DD-MM-YY Or <Calendar>	As allocated by Tesco	This data is populated by the order. Read only field
Delivery Note Number		Enter your delivery note number. This is a supplier generated ref number. If not used type in a single number but not zero.	This is a mandatory field on store as well as depot orders. Only A-Z and 0-9 characters allowed.
Delivery Date	DD-MM-YY Or <Calendar>	Enter your delivery note date	Delivery date must be after the PO date or before Receipt date and must not be later than the invoice date and current date
Tesco Receipt Number		Enter the receipt number	This is an optional field. Only A-Z and 0-9 characters allowed.
Receipt Date	DD-MM-YY Or <Calendar>	Enter the receipt date	Receipt date must be after the PO/Delivery date and must not be later than the invoice date and current date

If more there are more than one page (Max 10 lines per page), please click **Next** button, to return click **Previous** button.

Should you need to delete a line, click on the roundel next to the line No, the **Delete** button will appear – click on the **Delete** button.

Should you need to add a line please click **Add Line Item** button.

Line Item Information	Format	Tesco Instructions	Comment
Outer Case Number	13 or 14 digits	This is Mandatory and must contain either 13 or 14 digits	This data is populated by the order.
Item Description	Up to 35 characters	Product Description	This data is populated by the order. Only A-Z and 0-9 characters allowed
Product Type	Dropdown list	Select one of two options TU - Traded Unit Or VQ – Variable Quantity	This data is populated by the order.
Weight/Volume	Number w/4 decimal places	Enter only if invoicing by measure	This data is populated by the order. It will be showing as read only if order is for TU
Measure Unit	Dropdown list	Enter only if invoicing by measure. Select LTR or KGM. You must not mix LTR and KGM in the same invoice. If you need to send both, separate invoices using the same PO number will need to be created.	This data is populated by the order. This field will be showing as read only if order is for TU
Unit Size	Numeric	Enter the unit size	This data is populated by the order.
Qty	Numeric	Enter the quantity	This data is populated by the order.
Unit Price	Numeric w/4 decimal places	Enter unit price. Must be to 4 decimal points	
Net Price	Numeric w/3 decimal places		Calculated field. Read only
VAT Code	Dropdown list	Select VAT code. You must not mix Zero and Exempt VAT in the same invoice. If you need to send both, separate invoices using the same PO number will need to be created.	See special section on Mixed VAT
VAT Value	Numeric w/3		Calculated field. Read only

	decimal places		
Discounted VAT Value	Numeric w/3 decimal places	Enter the discounted VAT value if applicable	Note C&E message
Extended Price	Numeric w/3 decimal places		Calculated field. Read only

Mixed VAT code when selected will drop down sub line fields only the fields below will be shown as sub lines.

Line Item Information	Format	Tesco Instructions	Comment
Unit Price	Numeric w/4 decimal places	Enter the sub-line unit price. Must be to 4 decimal points	The main line Unit Price will be read only and automatically updated
Net Price	Numeric w/3 decimal places		Calculated field. The main line Net Price will be also read only and automatically updated
VAT Code	Dropdown list	Select the sub-line VAT code. You must not mix Zero and Exempt VAT in the same invoice.	
VAT Value	Numeric w/3 decimal places		Calculated field. The main line VAT Value will also be read only and automatically updated
Discounted VAT Value	Numeric w/3 decimal places	Enter the sub-line discounted VAT value if applicable	The main line Discounted VAT Value will also be read only and automatically updated
Extended Price	Numeric w/3 decimal places		The main line Extended Price will also be read only and automatically updated

VAT Report Tab

Below is a description of the Tesco form fields and guidelines, where applicable.

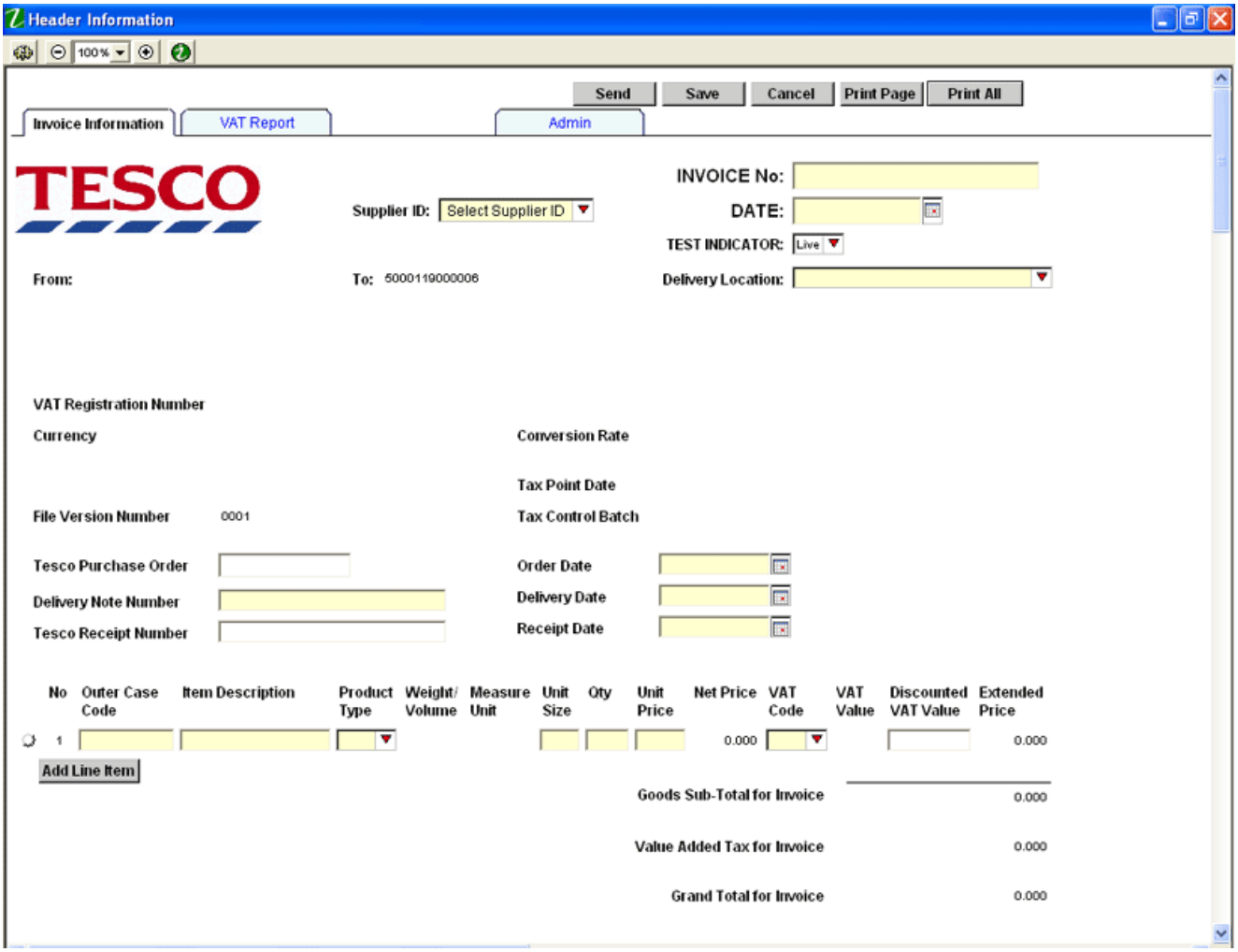
Header Information	Format	Tesco Instructions	Comment
Invoice No			Populated from the Invoice Information form Read only field
Invoice Date	DD-MM-YY	The invoice date	Populated from the Invoice Information form Read only field
From	13 digits	Your EAN/EDI Address code as held in IWF	Populated from the Invoice Information form Read only field
Supplier Name		Your supplier name as held in IWF	Populated from the Invoice Information form Read only field
To	13 digits	Tesco EAN code = **5000119000006**	Populated from the Invoice Information form Read only field
Tesco Name		= TESCO STORES LTD Or = TESCO (IRELAND)	Populated from the Invoice Information form Read only field
Delivery Location		The delivery location from the Tesco supplied list	Populated from the Invoice Information form Read only field
Delivery Location Address		Name and address of the delivery location form the Tesco supplied list	Populated from the Invoice Information form Read only field
VAT Registration Number	Alphanumeric registration number	Tesco VAT number	Populated from the Invoice Information form Read only field
Currency	3 characters	Invoice currency	Populated from the Invoice Information form Read only field
Conversion Rate	Up to 12 digits		Populated from the Invoice Information form Read only field
File Generation Number		This is created on send	

		only	
Tax Point Date	DD-MM-YY		Populated from the Invoice Information form Read only field
File Version Number	4 digits		Populated from the Invoice Information form Read only field
Tax Control Date	DD-MM-YY		Populated from the Invoice Information form Read only field
Tax Control Batch	DD-MM-YY		Populated from the Invoice Information form Read only field
Tesco Purchase Order	8 or 13 digits		Populated from the Invoice Information form Read only field
Order Date	DD-MM-YY		Populated from the Invoice Information form Read only field
Delivery Note Number			Populated from the Invoice Information form Read only field
Delivery Date	DD-MM-YY		Populated from the Invoice Information form Read only field
Tesco Receipt Number			Populated from the Invoice Information form Read only field
Receipt Date	DD-MM-YY		Populated from the Invoice Information form Read only field

VAT group lines

VAT Information	Format	Tesco Instructions	Comment
VAT Code		VAT Code and description	Only the VAT codes used in this invoice will be displayed. Read only field
VAT Rate		VAT rate	Only the VAT codes used in this invoice will be displayed. Read only field
Net Amount	Number w/3 decimal places	Amount for this VAT code excluding VAT	Sum of the lines (Net Price) for this VAT code. Read only field
VAT Amount	Number w/3 decimal places	VAT Amount for this VAT code	Sum of the lines (Extended value) for this VAT code. Read only field
Total Net Amount	Number w/3 decimal places	Amount for all the VAT codes excluding VAT	Sum of Net Amount. Read only field
Total Amount	Number w/3 decimal places	VAT Amount for all the VAT codes	Sum of VAT Amount Read only field

APPENDIX C – TESCO NEW INVOICE FORM



Tesco Data Entry Invoice Input Instructions

Invoice Instructions Tab

Below is a description of the Tesco form fields and guidelines, where applicable. Note all mandatory fields are in yellow.

Header Information	Format	Tesco Instructions	Comment
Supplier's ID	Dropdown list	Select your supplier ID	A filter of the location table will only show delivery locations (when you look at the Delivery location list) applicable to the chosen supplier type (Depot or Store, UK or ROI). This selection will populate the From and To EDI numbers and names as well as Tesco's VAT registration number. It will also populate the currency and type of supplier. The conversation rate field will also be enabled if you are creating foreign currency invoices based on the supplier ID selected.
Invoice No	Up to 16 characters	Enter the invoice number	You may type in greater that 16 digits but Tesco will only use the last 16 in their systems. Only A-Z and 0-9 characters allowed and no spaces. It is possible to create and send duplicate invoice numbers but only the last document will be held in the send box. Only duplicate invoice numbers for a different supplier ID will be processed by Tesco. If you want to retain the original and subsequent duplicate invoice numbers in the send box then it is suggested that you use the supplier ID as a prefix to the invoice number making this a unique record
Invoice Date	DD-MM-YY Or <Calendar>	Enter the invoice date	The Invoice date cannot be greater than the current date or before the order date.
Test Indicator	Dropdown list	If you are testing select Test otherwise select Live	If you are testing select Test otherwise leave default as Live
From	13 digits	Your EAN code	Read only field populated when Supplier ID is selected
Supplier Name		Your supplier name	Read only field populated when Supplier ID is selected
To	13 digits	Tesco EAN code = **5000119000006**	Read only field
Tesco Name		= TESCO STORES LTD Or = TESCO (IRELAND)	Read only field populated when Supplier ID is selected
Delivery Location	Dropdown list	Select the delivery location from the list	Select the correct delivery location to populate name and address fields. If the location is not there you may have selected the wrong supplier ID. If you have not selected the wrong supplier ID or used a template then contact Tesco. If you have used a template then before contacting Tesco go to create a new document without using a template, select the supplier ID then check the Delivery location list, if the delivery location is there you will need to create a new document/template.
Delivery Location Address		Name and address of the delivery location.	Read only field populated when the Delivery Location is selected
VAT Registration Number	Alphanumeric registration number	Tesco VAT number	Read only field populated when Supplier ID is selected

Currency	3 characters	Invoice currency	Read only field populated when Supplier ID is selected
Conversion Rate	Up to 12 digits	Enter your conversion rate if appropriate	Read only field if you are not creating foreign currency invoices
File Version Number	4 digits		Read only field. On creating a document this will always be set to 0001
Tax Point Date	DD-MM-YY		Read only field. This will default to the invoice date.
Tax Control Batch	DD-MM-YY		Read only field. This will default to the invoice date
Tesco Purchase Order	8 or 13 digits	Tesco will only accept 8 and 13 digit PO's in their invoicing system	The purchase order number as allocated by Tesco. This is a mandatory field for depot orders only
Order Date	DD-MM-YY Or <Calendar>	As allocated by Tesco	This is a mandatory field on store as well as depot orders. Order date must be before Delivery, Receipt and Invoice date
Delivery Note Number		Enter your delivery note number	This is a mandatory field on store as well as depot orders.
Delivery Date	DD-MM-YY Or <Calendar>	Enter your delivery note date	Delivery date must be after the PO date or before Receipt date and must not be later than the invoice date and current date
Tesco Receipt Number		Enter the receipt number as allocated by Tesco	This is an optional field
Receipt Date	DD-MM-YY Or <Calendar>	Enter the receipt date as allocated by Tesco	Receipt date must be after the PO/Delivery date and must not be later than the invoice date and current date

If more there are more than one page (Max 10 lines per page), please click **Next** button, to return click **Previous** button.

If more than one line to be invoiced, please click **Add Line Item** button.

Should you need to delete a line, click on the roundel next to the line No, the Delete button will appear – click on the **Delete** button.

Line Item Information	Format	Tesco Instructions	Comment
Outer Case Number	13 or 14 digits	This is Mandatory and must contain either 13 or 14 digits	
Item Description	Up to 35 characters	Product Description	Only A-Z and 0-9 characters allowed
Product Type	Dropdown list	Select one of two options TU - Traded Unit Or VQ – Variable Quantity	You must select either TU or VQ
Weight/Volume	Number w/4 decimal places	Enter only if invoicing by measure	This will be showing as read only if this is a TU line
Measure Unit	Dropdown list	Enter only if invoicing by measure. Select LTR or KGM. You must not mix LTR and KGM in the same invoice.	This will be showing as read only if this is a TU line
Unit Size	Numeric	Enter the unit size	
Qty	Numeric	Enter the quantity	
Unit Price	Numeric w/4 decimal places	Enter unit price. Must be to 4 decimal points	
Net Price	Numeric w/3 decimal places		Calculated field. Read only field
VAT Code	Dropdown list	Select VAT code. You must not mix Zero and Exempt VAT in the same invoice. If you need to send both,	See special section on Mixed VAT

		separate invoices using the same PO number will need to be created.	
VAT Value	Numeric w/3 decimal places		Calculated field. Read only field
Discounted VAT Value	Numeric w/3 decimal places	Enter the discounted VAT value if applicable	Note C&E message
Extended Price	Numeric w/3 decimal places		Calculated field. Read only field

Mixed VAT code when selected will drop down sub line fields only the fields below will be shown as sub lines

Line Item Information	Format	Tesco Instructions	Comment
Unit Price	Numeric w/4 decimal places	Enter the sub-line unit price. Must be to 4 decimal points	The main line Unit Price will be read only and automatically updated
Net Price	Numeric w/3 decimal places		Calculated field. The main line Net Price will be also read only and automatically updated
VAT Code	Dropdown list	Select the sub-line VAT code. You must not mix Zero and Exempt VAT in the same invoice.	
VAT Value	Numeric w/3 decimal places		Calculated field. The main line VAT Value will also be read only and automatically updated
Discounted VAT Value	Numeric w/3 decimal places	Enter the sub-line discounted VAT value if applicable	The main line Discounted VAT Value will also be read only and automatically updated
Extended Price	Numeric w/3 decimal places		The main line Extended Price will also be read only and automatically updated

VAT Report Tab

Below is a description of the Tesco form fields and guidelines, where applicable.

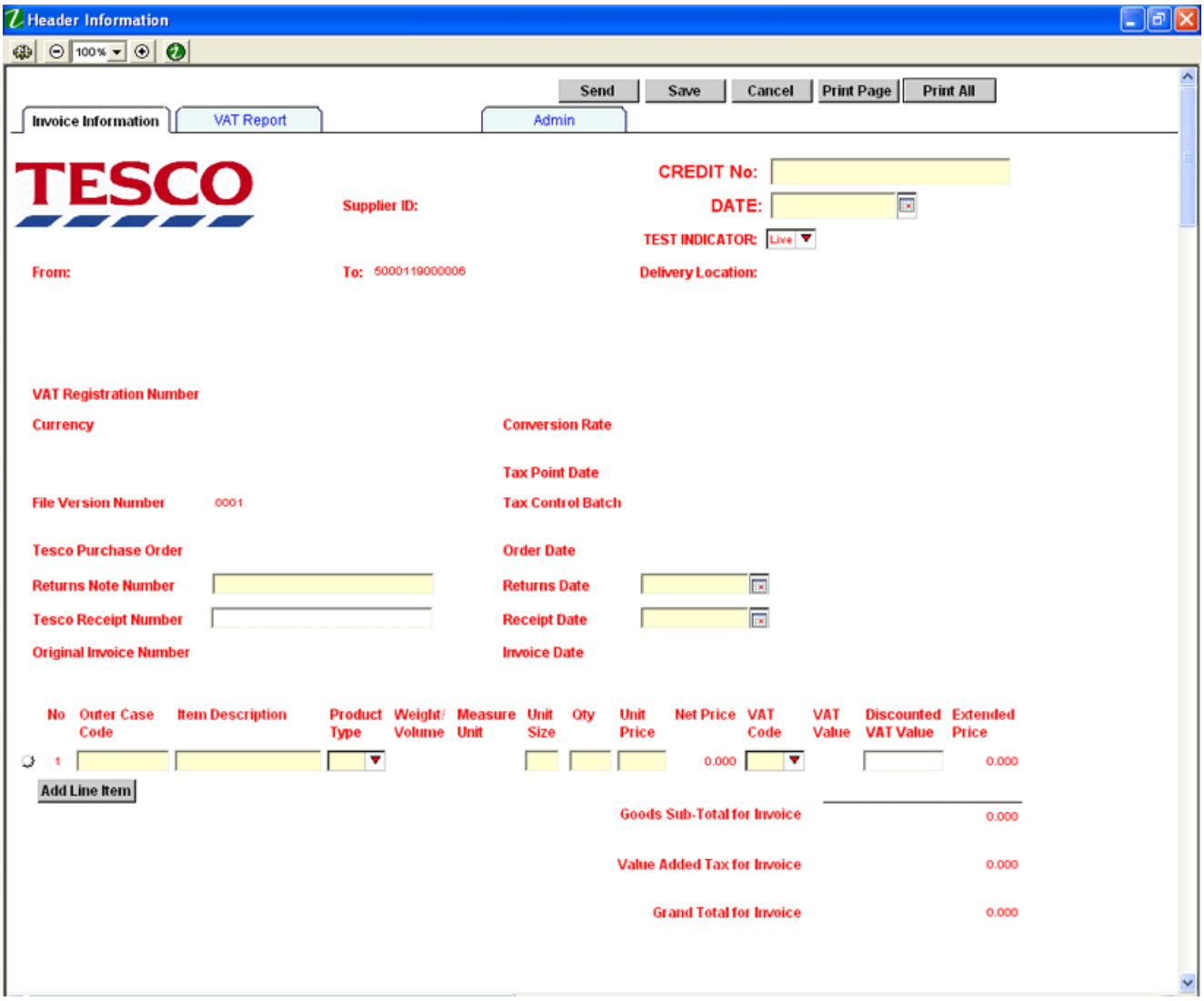
Header Information	Format	Tesco Instructions	Comment
Invoice No			Populated from the Invoice Information form Read only field
Invoice Date	DD-MM-YY	The invoice date	Populated from the Invoice Information form Read only field
From	13 digits	Your EAN/EDI Address code as held in IWF	Populated from the Invoice Information form Read only field
Supplier Name		Your supplier name as held in IWF	Populated from the Invoice Information form Read only field
To	13 digits	Tesco EAN code = **5000119000006**	Populated from the Invoice Information form Read only field
Tesco Name		= TESCO STORES LTD Or = TESCO (IRELAND)	Populated from the Invoice Information form Read only field
Delivery Location		The delivery location from the Tesco supplied list	Populated from the Invoice Information form Read only field
Delivery Location Address		Name and address of the delivery location form the Tesco supplied list	Populated from the Invoice Information form Read only field
VAT Registration Number	Alphanumeric registration number	Your company's VAT no	Populated from the Invoice Information form Read only field
Currency	3 characters	Invoice currency	Populated from the Invoice Information form

			Read only field
Conversion Rate	Up to 12 digits		Populated from the Invoice Information form Read only field
File Generation Number		This is created on send only	
Tax Point Date	DD-MM-YY		Populated from the Invoice Information form Read only field
File Version Number	4 digits		Populated from the Invoice Information form Read only field
Tax Control Date	DD-MM-YY		Populated from the Invoice Information form Read only field
Tax Control Batch	DD-MM-YY		Populated from the Invoice Information form Read only field
Tesco Purchase Order	8 or 13 digits		Populated from the Invoice Information form Read only field
Order Date	DD-MM-YY		Populated from the Invoice Information form Read only field
Delivery Note Number			Populated from the Invoice Information form Read only field
Delivery Date	DD-MM-YY		Populated from the Invoice Information form Read only field
Tesco Receipt Number			Populated from the Invoice Information form Read only field
Receipt Date	DD-MM-YY		Populated from the Invoice Information form Read only field

VAT group lines

VAT Information	Format	Tesco Instructions	Comment
VAT Code		VAT Code and description	Only the VAT codes used in this invoice will be displayed. Read only.
VAT Rate		VAT rate	Only the VAT codes used in this invoice will be displayed. Read only field
Net Amount	Number w/3 decimal places	Amount for this VAT code excluding VAT	Sum of the lines (Net Price) for this VAT code. Read only field
VAT Amount	Number w/3 decimal places	VAT Amount for this VAT code	Sum of the lines (Extended value) for this VAT code. Read only field
Total Net Amount	Number w/3 decimal places	Amount for all the VAT codes excluding VAT	Sum of Net Amount. Read only field
Total Amount	Number w/3 decimal places	VAT Amount for all the VAT codes	Sum of VAT Amount Read only field

APPENDIX D – TESCO CREDIT NOTE FORM



Tesco Turnaround Credit Input Instructions (store deliveries only)

Invoice Instructions Tab

Below is a description of the Tesco form fields and guidelines, where applicable. Note all mandatory fields are yellow

Header Information	Format	Tesco Instructions	Comment
Supplier's ID	Dropdown list		This will be populated by the invoice Read only field
Credit No	Up to 16 characters	Enter the credit number	You may type in greater that 16 digits but Tesco will only use the last 16 in their systems. Only A-Z and 0-9 characters allowed and no spaces. It is possible to create and send duplicate credit numbers but only the last document will be held in the send box. Only duplicate credit numbers for a different supplier ID will be processed by Tesco. If you want to retain the original and subsequent duplicate credit numbers in the send box then it is suggested that you use the supplier ID as a prefix to the credit number making this a unique record
Credit Date	DD-MM-YY Or <Calendar>	Enter the credit date	The credit date must be equal to or before the current date but not before the invoice date
Test Indicator	Dropdown list	Tesco will advise new users on the test process they wish them to follow	If you are testing select Test otherwise leave default as Live
From	13 digits	Your EAN code and name	This data is populated by the invoice. Read only field
Supplier Name		Your supplier name	This will be populated by the invoice Read only field
To	13 digits	Tesco EAN code = **5000119000006**	This will be populated by the invoice Read only field
Tesco Name		= TESCO STORES LTD Or = TESCO (IRELAND)	This will be populated by the invoice Read only field
Delivery Location		The delivery location from the list	This will be populated by the invoice Read only field
Delivery Location Address		Name and address of the delivery location.	This will be populated by the invoice Read only field
VAT Registration Number	Alphanumeric registration number	Tesco's VAT number	This will be populated by the invoice Read only field
Currency	3 characters	Invoice currency	This will be populated by the invoice Read only field
Conversion Rate	Up to 12 digits	Enter your conversion rate if appropriate	This will be populated by the invoice Read only field
File Version Number	4 digits	File version number	On creating a document this will always be set to 0001. Read only field
Tax Point Date	DD-MM-YY		This will be populated by the invoice Read only field
Tax Control Batch	DD-MM-YY		This will be populated by the invoice Read only field
Tesco Purchase Order	8 or 13 digits	Tesco will only accept 8 and 13 digit PO's in their invoicing system	This will be populated by the invoice Read only field
Order Date	DD-MM-YY Or <Calendar>	As allocated by Tesco	This will be populated by the invoice Read only field
Returns Note Number		Enter your delivery note number	This is a mandatory field on store as well as depot orders. Only A-Z and 0-9 characters

			allowed
Returns Date	DD-MM-YY Or <Calendar>	Enter your delivery note date	Returns date must be the same as or later than the invoice date but not a future date
Tesco Receipt Number		Enter the receipt number as allocated by Tesco	Populated from the Invoice. This is an optional field. Only A-Z and 0-9 characters allowed.
Receipt Date	DD-MM-YY Or <Calendar>	Enter the receipt date as allocated by Tesco	Populated from the Invoice. Receipt date must be after the PO date and must not be later than the invoice date and current date
Original Invoice Number			This will be populated by the invoice Read only field
Invoice Date	DD-MM-YY Or <Calendar>		This will be populated by the invoice Read only field

If more there are more than one page (Max 10 lines per page), please click **Next** button, to return click **Previous** button.

Should you need to delete a line, click on the roundel next to the line No, the **Delete** button will appear – click on the **Delete** button.

Should you need to add a line please click **Add Line Item** button.

Line Item Information	Format	Tesco Instructions	Comment
Outer Case Number	13 or 14 digits	This is Mandatory and must contain either 13 or 14 digits	This data is populated by the invoice.
Item Description	Up to 35 characters	Product Description	This data is populated by the invoice. Only A-Z and 0-9 characters allowed
Product Type	Dropdown list	Select one of two options TU - Traded Unit Or VQ – Variable Quantity	This data is populated by the invoice.
Weight/Volume	Number w/4 decimal places	Enter only if invoicing by measure	This data is populated by the invoice. It will be showing as read only if order is for TU
Measure Unit	Dropdown list	Enter only if invoicing by measure. Select LTR or KGM. You must not mix LTR and KGM in the same invoice. If you need to send both, separate invoices using the same PO number will need to be created.	This data is populated by the invoice. This field will be showing as read only if order is for TU
Unit Size	Numeric	Enter the unit size	This data is populated by the invoice.
Qty	Numeric	Enter the quantity	This data is populated by the invoice and can be updated
Unit Price	Numeric w/4 decimal places	Enter unit price. Must be to 4 decimal points	This data is populated by the invoice and can be updated
Net Price	Numeric w/3 decimal places		Calculated field. Read only field
VAT Code	Dropdown list	Select VAT code. You must not mix Zero and Exempt VAT in the same invoice. If you need to send both, separate invoices using the same PO number will need to be created.	See special section on Mixed VAT
VAT Value	Numeric w/3 decimal		Calculated field. Read only field

	places		
Discounted VAT Value	Numeric w/3 decimal places	Enter the discounted VAT value if applicable	Note C&E message
Extended Price	Numeric w/3 decimal places		Calculated field. Read only field

Mixed VAT code when selected will drop down sub line fields only the fields below will be shown as sub lines

Line Item Information	Format	Tesco Instructions	Comment
Unit Price	Numeric w/4 decimal places	Enter the sub-line unit price. Must be to 4 decimal points	The main line Unit Price will be read only and automatically updated
Net Price	Numeric w/3 decimal places		Calculated field. The main line Net Price will be also read only and automatically updated
VAT Code	Dropdown list	Select the sub-line VAT code. You must not mix Zero and Exempt VAT in the same invoice.	
VAT Value	Numeric w/3 decimal places		Calculated field. The main line VAT Value will also be read only and automatically updated
Discounted VAT Value	Numeric w/3 decimal places	Enter the sub-line discounted VAT value if applicable	The main line Discounted VAT Value will also be read only and automatically updated
Extended Price	Numeric w/3 decimal places		The main line Extended Price will also be read only and automatically updated

VAT Report Tab

Below is a description of the Tesco form fields and guidelines, where applicable.

Header Information	Format	Tesco Instructions	Comment
Invoice No			Populated from the Invoice Information form Read only field
Invoice Date	DD-MM-YY	The invoice date	Populated from the Invoice Information form Read only field
From	13 digits	Your EAN/EDI Address code as held in IWF	Populated from the Invoice Information form Read only field
Supplier Name		Your supplier name as held in IWF	Populated from the Invoice Information form Read only field
To	13 digits	Tesco EAN code = **5000119000006**	Populated from the Invoice Information form Read only field
Tesco Name		= TESCO STORES LTD Or = TESCO (IRELAND)	Populated from the Invoice Information form Read only field
Delivery Location		The delivery location from the Tesco supplied list	Populated from the Invoice Information form Read only field
Delivery Location Address		Name and address of the delivery location form the Tesco supplied list	Populated from the Invoice Information form Read only field
VAT Registration Number	Alphanumeric registration number	Your company's VAT no	Populated from the Invoice Information form Read only field
Currency	3 characters	Invoice currency	Populated from the Invoice Information form Read only field
Conversion Rate	Up to 12 digits		Populated from the Invoice Information form Read only field
File Generation Number		This is created on send only	

Tax Point Date	DD-MM-YY		Populated from the Invoice Information form Read only field
File Version Number	4 digits		Populated from the Invoice Information form Read only field
Tax Control Date	DD-MM-YY		Populated from the Invoice Information form Read only field
Tax Control Batch	DD-MM-YY		Populated from the Invoice Information form Read only field
Tesco Purchase Order	8 or 13 digits		Populated from the Invoice Information form Read only field
Order Date	DD-MM-YY		Populated from the Invoice Information form Read only field
Delivery Note Number			Populated from the Invoice Information form Read only field
Delivery Date	DD-MM-YY		Populated from the Invoice Information form Read only field
Tesco Receipt Number			Populated from the Invoice Information form Read only field
Receipt Date	DD-MM-YY		Populated from the Invoice Information form Read only field

VAT group lines

VAT Information	Format	Tesco Instructions	Comment
VAT Code		VAT Code and description	Only the VAT codes used in this invoice will be displayed. Read only field
VAT Rate		VAT rate	Only the VAT codes used in this invoice will be displayed. Read only field
Net Amount	Number w/3 decimal places	Amount for this VAT code excluding VAT	Sum of the lines (Net Price) for this VAT code. Read only field
VAT Amount	Number w/3 decimal places	VAT Amount for this VAT code	Sum of the lines (Extended value) for this VAT code. Read only field
Total Net Amount	Number w/3 decimal places	Amount for all the VAT codes excluding VAT	Sum of Net Amount. Read only field.
Total Amount	Number w/3 decimal places	VAT Amount for all the VAT codes	Sum of VAT Amount Read only field